

<b>University of British Columbia</b> <b>RECORDS RETENTION SCHEDULE AND DISPOSAL</b> <b>AUTHORITY</b>	<b>Schedule No.:</b>  006-16
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<b>This is a recommendation to (check one):</b>  X -- Establish retention/disposal schedule	<b>Series Title:</b>  In-Absentia Graduation Cards
	<b>Office of Primary Responsibility (OPR):</b>  Registrar's Office

<b>Purpose and Description of Records:</b>  Series consists of cards filled-out by students who do not intend to participate in their convocation ceremony. This indicates to Registrar's Office staff how many convocation participants to plan for, and that degrees and other documentation should be forwarded to students who do not attend.
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<b>Personal Information Bank?</b>  X -- Yes	<b>Vital Record?</b>  X -- No	<b>Retained by:</b>  X -- Academic Year
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<b>Retention Period (Years):</b>  Office -- 0 yrs. Records Centre / Storage -- 4 yrs. Total -- 4 yrs.	<b>Final Disposition:</b>  X -- Destruction
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<b>Retention Instructions:</b>  To be retained by Registrar's Office for four years after convocation.
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<b>Appraisal Rationale:</b>  Required by Registrar's Office to plan Spring and Fall Convocations, and to determine which students have to have their degrees and diplomas forwarded to them.  As a personal information bank, these records must be retained for at least one year after a student's last registration, in accordance with the requirements of Section 31 of the British Columbia <i>Freedom of Information and Protection of Privacy (FOIPOP) Act</i> .
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