

University of British Columbia RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY	Schedule No.: 006-17
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This is a recommendation to (check one): X -- Establish retention/disposal schedule	Series Title: Requests for Replacement Diplomas
	Office of Primary Responsibility (OPR): Registrar's Office

Purpose and Description of Records: Forms filled out by students if they require replacement copies of the degrees or diplomas they originally received. Records are used by Registrar's Office to keep track of such requests. These records have been retained since 1979.
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Personal Information Bank? X -- No	Vital Record? X -- Yes	Retained by: X -- Continuous
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Retention Period (Years): Office -- Records Centre / Storage -- Permanent Total --	Final Disposition: X -- N/A
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Retention Instructions: Retained permanently by Registrar's Office.

Appraisal Rationale: Because these records are used to track the issuing of extra or replacement diplomas, and need to be retained permanently in order to determine possible cases of fraud, these should be considered vital records.

Date of Initial Publication: 12 August 1997	Revisions:
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