**University of British Columbia**

**RECORDS RETENTION SCHEDULE AND DISPOSAL AUTHORITY**

| Schedule No.: | 006-18 |

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**This is a recommendation to (check one):**

X -- Establish retention/disposal schedule

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**Series Title:**

Convocation Programs

**Office of Primary Responsibility (OPR):**

Registrar's Office

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**Purpose and Description of Records:**

Convocation Programs are issued to participants and audience members at the time of convocation. They also serve as part of the permanent record of convocation ceremonies through the years.

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**Personal Information Bank?**

X -- No

**Vital Record?**

X -- No

**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:**

The Registrar's Office is to keep at least one copy of each Convocation Program as part of its permanent record.

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**Appraisal Rationale:**

Complete series of Convocation Programs are available in the Library and elsewhere, so if some are lost they are easily replaced.

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**Date of Initial Publication:**

12 August 1997

**Revisions:**

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