This is a recommendation to (check one):
X -- Establish retention/disposal schedule

Series Title:
Supplemental Examination Records

Office of Primary Responsibility (OPR):
Registrar's Office

Purpose and Description of Records:
Series consists of applications from students to write supplemental examinations to bring their grades up to passing from failing levels, along with related documentation. Applications are submitted to Registrar's Office, which informs faculties and forwards lists of applicants.

Personal Information Bank?
X -- No

Vital Record?
X -- Yes

Retained by:
X -- Academic Year

Retention Period (Years):
Office -- 0 yrs.
Records Centre / Storage -- 2 yrs.
Total -- 2 yrs.

Final Disposition:
X -- Destruction

Retention Instructions:
Records are to be retained by Registrar's Office for two years. Any related records held by the faculties should also be retained for two years.

Appraisal Rationale:
These records are used to track students who write, or apply to write, supplemental examinations, so they supplement the information in SIS and student dockets. However, that information is eventually included in those series, so it need not be retained for more than two years.

Although the Registrar's Office administers the examinations, they are governed by rules set by the various faculties. Therefore the faculties should retain any additional documentation which they have for the same period (two years).