



ST6650: Students – Learner Administration Non-Credit Studies		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ST6650
Primary Title: Learner Administration Non-Credit Studies		Office of Primary Responsibility (OPR): UBCV: UBC Extended Learning UBCO: Enrolment Services
<p>Records documenting registration, communication with administrators and course instructors, fulfillment of course requirements, final standing in non-credit courses and programs, and other aspects of their participation in non-credit studies and University activities not classified with another records class.</p> <p>The records include information which the university will retain permanently to verify the student’s participation and final standing in courses, and to issue or reissue, when required, any certificate or grade awarded to the student upon completion of a course or program.</p> <p>Note: anonymized data derived from these records may be retained by the University until superseded or obsolete.</p>		
Vital: Yes		PIB: Yes
Authority: BoG Policy GA4: Records Management		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Admissions	AY+8Y, D
11	Advising	AY+2Y, D
15	Enrolment and Registration	EV+8Y, P EV=Date of last registration



		P=OPR will fully retain records from this series
18	Final Standing / Results	EV+8Y, P EV=Date of last registration P=OPR will fully retain records from this series
60	Reports	CY+5Y, SR SR=UA will selectively retain records from this series
Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; P= Permanent Retention by OPR; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		