



ST6900: Students – Student Awards, Bursaries and Scholarships		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ST6900
Primary Title: Student Awards, Bursaries and Scholarships		Office of Primary Responsibility (OPR): UBCV: Enrolment Services; all award issuers UBCO: Enrolment Services
<p>The records include award, bursary, scholarship applications and adjudications. Also includes the application and adjudication of fellowships, medal and other prizes.</p> <ul style="list-style-type: none"> • For award establishment see UD7500: University Development – Awards (establishment) • For successful award bursaries etc. recipients see ST6700: Students – Learner Administration – Student Records • For tuition or other expenses related to student accounts, see FM3100: Financial Management – Student Accounts • For governmental and institutional loans see ST6700: Students – Learner Administration – Governmental and Institutional Loans 		
Vital: No		PIB: Yes
Authority: BoG Policy GA4: Records Management		Date Approved: 20220906
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, SR EV=Date superseded or obsolete SR=UA will selectively retain records from this series
05	General	AY+5Y, D
10	Award Application, Assessment and Adjudication May include assessments of merit or financial need, correspondence, letters of reference.	AY+5Y, D Note: successful applications become part of the Student Financial Aid Dockets
25	Register of Award Recipients	AY+7Y, SR



		SR=UA will selectively retain records from this series
45	Issues	AY+7Y, SR
60	Reports	AY+7Y, SR SR=UA will selectively retain records from this series
<p>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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		