



<b>ST6850: Students – Recruitment</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> ST6850
<b>Primary Title:</b>  Student Recruitment		<b>Office of Primary Responsibility (OPR):</b> UBCV: Enrolment Services; International Student Initiative; Faculties and schools UBCO: Enrolment Services; Faculties and schools
<p>Records documenting the design, operation and summary results of student recruitment schemes and campaigns.</p> <ul style="list-style-type: none"> <li>• For Academic Advising see ST6500: Students – Academic Advising</li> <li>• For admissions see ST6700-11: Students – Learner Administration – Student Records – Admissions</li> <li>• See also AD1000: Administration – Communications and Marketing</li> </ul>		
<b>Vital:</b> No		<b>PIB:</b> Yes
<b>Authority:</b> BoG Policy GA4: Records Management		<b>Date Approved:</b> 20220729
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Recruitment</b>  Personal data should not be kept longer than needed to administer the effort. Data can be anonymized afterwards in order to provide summaries.	AY+5Y, SR  SR=UA will selectively retain summary recruitment information.
45	<b>Issues</b>	CY+5Y, D
60	<b>Reports</b>	CY+5Y, SR



		SR=UA will selectively retain records from this series
<b>Acronym Key.</b> 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 records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		