



ST6700: Students – Learner Administration (Student Records)		
University of British Columbia RECORDS SCHEDULE		Schedule Number: ST6700
Primary Title: Learner Administration (Student Records)		Office of Primary Responsibility (OPR): UBCV: Enrolment Services UBCO: Enrolment Services
<p>Learner Administration refers to the records supporting the lifecycle of the student or learner experience such as: admission, enrolment, management, and graduation at UBC. Secondaries contain detailed scope notes.</p> <p>Retention Note: Student records are retained predominantly with full retention when they reside within the official learner system (such as WorkDay Student). Key exceptions in place for records containing student information retained outside of official systems or within shadow systems. These records should be destroyed under the Transitory Information Schedule as soon as they are no longer needed.</p> <p>Note: Once records are loaded into the student information system (SISC or Workday) the record holder should destroy their preparatory records.</p> <ul style="list-style-type: none"> • For admissions and student records originating at the department or faculty level, see ST6600: Students – Faculty and Department Student Records • For academic advising see ST6500: Students – Academic Advising • For academic and non-academic discipline see ST6750: Students – Misconduct • For awards see ST6900: Students – Student Awards, Bursaries and Scholarships 		
Vital: Yes		PIB: Yes
Authority: BoG Policy LR7: Disability Accommodation Policy Retention of Student Records Digitization Standard Transitory Information Schedule		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01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete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	Accommodation Management Records documenting student accommodations as defined in BoG Policy LR7.	EV+8Y, D EV=Date of last registration
11	Admissions Records and data supporting the application and evaluation process. Also includes records of students that were not accepted and/or not registered.	AY+8Y, D
12	Assessment and Outcomes Records of assessment includes: final grades and standings, as well as receipt of thesis or dissertation and program completion dates and deferred standing.	EV+8Y, P EV=Date of last registration P=OPR will fully retain records from this series
15	Enrolment and Registration Enrolment data includes confirmation of biographical and attendance confirmation, program declaration (Major/Minor) and academic leave requests.	EV+8Y, P EV=Date of last registration P=OPR will fully retain records from this series
17	Governmental and Institutional Loans Records and data supporting the administration of governmental and institutional loans.	AY+7Y, D
19	Graduation Records include confirmation of desire to graduate, conferring the credentials, and delivering the graduation parchment.	EV+8Y, P EV=Date of last registration P=OPR will fully retain records from this series
25	Learner Management	EV+8Y, P



	Data supporting Enrolment and Registration such as student biographical data such as names, gender contact details. It also includes student status (eligibility, on leave etc.), holds and third party authorizations.	EV=Date of last registration P=OPR will fully retain records from this series
29	Progression Data supporting the identification of milestones that a learner must achieve to successfully complete their program.	EV+8Y, P EV=Date of last registration P=OPR will fully retain records from this series
35	Transfer Credit Data that supports the transfer credit articulation process for post-secondary courses and advanced secondary level courses (such as International Baccalaureate (IB) and Advanced Placement (AP)).	EV+8Y, P EV=Date of last registration P=OPR will fully retain records from this series
36	Transcript Records include the parchment as well as the transcript log.	EV+8Y, P EV=Date of last registration P=OPR will fully retain records from this series
39	Verification Copies of official student records produced by Enrolment Services used to support the document verification process. Includes, but not limited to: official transcript; confirmation of enrolment letters; confirmation of graduation letters.	CY+6Y, D

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 *source of truth* records; P=Permanent retention by OPR; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year