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## **Graduate Student Records Schedules Summary**

1. . Master and Doctoral programs (up to 1998) See schedule 34-0001 and 34-0002
  - i. Records that are duplicated at SGS – until the student graduates + 2 years and then destroy.
  - ii. Records used for OCGS appraisal – until the student graduates + 7 years and then destroy
  - iii. Records not covered by points i and ii – until the student graduates + 7 years and then destroy.

It is assumed that most offices will preserve all of the record for until the student graduates + 7 years.

2. Master and Doctoral programs (1999-current) See 56-0003 and 56-0004.  
Maintain records current (until the student graduates) + 7 years; destroy masters students' records; transfer Ph.D records to the Archives.

3. Postdoctoral programs:  
See schedule 56-0005.

- Maintain records current (until the postdoctoral fellow leaves) + 7 years. Then transfer the records to the University Archives.

4. Graduate awards records:
  - See schedule 56-0006 for more details.