

University of Toronto
RECORDS SCHEDULE

Schedule No. 56-0003	Replaces Schedule No. 34-0001, 17-0001 to 17-0017, 56-0001
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Office Name School of Graduate Studies and all Graduate Departments	Address/Phone n/a
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DESCRIPTION

Title of Records Series
Individual student files for Master and Doctoral programs (as per attached document list)

Purpose
Operational: to document the academic record

Contents
This general records schedule applies to all Master and Doctoral individual student files retained at the School of Graduate Studies and all graduate departments. Includes documents as indicated on attached list.

Date Range June 1999 - to present	Original/Duplicate Original records series	Status Continuous
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PHYSICAL DESCRIPTION

Type n/a	Format n/a
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Size n/a	Volume n/a	Estimated Annual Accumulation n/a
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FILING

Filing n/a	Index n/a	File Breaks n/a
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RETENTION

Retention Requirements In office: as per attached list In storage: as per attached list Total: as per attached list	Final Disposition as per attached list
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RESTRICTIONS

Legislation
Freedom of Information and Protection of Privacy Act; University Policy on Access to Student Academic Records (Governing Council 1991)

Access Restrictions
Access restricted according to the Freedom of Information and Protection of Privacy Act and University Policy

APPROVALS

Date *Nov 30, 2010*

University Archivist
Garon Wells

Date *3.xii.10*

Head of Office
B. Curran

University of Toronto

A = Permanent. Transfer to Archives Graduate Student Records

D = Destroy

X = Official Copy

C = Convenience Copy

C+...years = retention period

Retention Schedule

Attachment to Schedule # 56-0003

Admissions Documents

No	Document	Record Holder			
		SGS	Dept	Retention	Disposal
Individual Student file:					
1	Application form	C	X	C + 7 (Doctoral) C + 7 (Master)	A D
2	Previous university transcripts		X	C + 7 (Doctoral) C + 7 (Master)	A D
3	Test scores		X (GMAT/GRE/ English language facility) ⁱ	C + 2	D
4	Correspondence and other documents		X	C + 7 (Doctoral) C + 7 (Master)	A D
5	Admission form		X	C + 7 (Doctoral) C + 7 (Master)	A D
6	Non-standard admission form	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
N.B.	Documents 1-6 for students who do not register (refused, declined, cancelled application, or failed to show)	As above	As above	C + 1 ((Doctoral and Master)	D

Registration / Enrolment Documents

No	Document	Record Holder			
		SGS	Dept	Retention	Disposal
Individual Student file:					
7	Registration/ Enrolment forms	X	C	C + 7 (Doctoral) C + 7 (Master)	A D
8	Program change forms (to add or drop courses)		X	C + 7 (Doctoral) C + 7 (Master)	A D
9	Program change forms requiring SGS approval	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D

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		SGS	Dept	Retention	Disposal
Individual Student file:					
10	Correspondence (re: registration or academic information)		X	C + 7 (Doctoral) C + 7 (Master)	A D
11	Request to register without payment	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
12	Non-Standard Collaborative Program Enrolment	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
13	Request for Undergraduate Deferred Examinations		X	C + 7 (Doctoral) C + 7 (Master)	A D
14	Leaves forms (general, parental)	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
15	Reinstatement	X	C	C + 7 (Doctoral) C + 7 (Master) (discontinued)	A (Dept copy) D
16	Program Extension and PhD Program Extension	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
17	Recommendation for PhD candidacy	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
18	Reading and research form	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
19	Off-campus form (request for off-campus registration)	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
20	Change of Campus Affiliation Form	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D

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No	Document	Record Holder			
		SGS	Dept	Retention	Disposal
Individual Student file:					
21	Program transfer form (to change degree, dept. or stage of program)	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
22	Visiting student forms for U of T students (O.V.G.S./ C.U.G.T.A./G.E.A./ C.G.S.R.M.A./ I.V.G.S.R.M.A.) ⁱⁱ	X	C	C+5	D
23	Exchange student applications form	C	X	C + 7 (Doctoral) C + 7 (Master))	A D
24	Transfer credit request form	X	C	C + 7 (Doctoral) C + 7 (Master)	A(Dept copy) D
25	Access form (undergraduate information)		X	C + 7 (Doctoral) C + 7 (Master) Discontinued	A D
26	Ph.D. progress reports		X	C + 7 (Doctoral)	A
27	Funding offers		X	C + 7 (Doctoral) C + 7 (Master)	A D

Personal Documents

No	Document	Record Holder			
		SGS	Dept	Retention	Disposal
Individual Student file:					
28	Name change form	X	C	C+2	D (01-0012)
29	Immigration documents	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D

Graduation Documents

No	Document	Record Holder			
		SGS	Dept	Retention	Disposal
Individual Student file:					
30	Final oral exam forms (Ballot Summary Form, Exam Program, Thesis Abstract and Appraisal, and Waiver (if applicable), List of Minor Modifications (if applicable), Notification from Supervisor-Minor Corrections (if applicable), Notification from Convenor-Minor Modifications (if applicable).	X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D
31	Cert. Of Completion	X	C	C + 7 (Doctoral)	A (Dept copy)
32	Degree recommendation	X	C	C + 7 (Master)	D

Graduate Student Documents Not Listed

No	Document	Record Holder			
		SGS	Dept	Retention	Disposal
Individual Student file:					
		X	C	C + 7 (Doctoral) C + 7 (Master)	A (Dept copy) D

i *Test of English as a Foreign Language, Test of Written English, Graduate Management Admission Test, and Graduate Record Examination*

ii *The Ontario Visiting Graduate Student, Ontario Visiting Graduate Student Notification of Course(s) Withdrawal, Graduate Exchange Agreement, Canadian University Graduate Transfer Agreement, Canadian Graduate Student Research Mobility Agreement, and International Visiting Graduate Student Research Mobility Agreement and Student Form.*