University of Toronto
RECORDS SCHEDULE

Schedule No. 56-0004
Replaces Schedule No. 34-0001, 17-0001 to 17-0017, 56-0002

Office Name
School of Graduate Studies and all Graduate Departments

Address/Phone
n/a

DESCRIPTION

Title of Records Series
Other student records for Master and Doctoral programs (as per attached list)

Purpose
Operational: to document the academic record

Contents
This general records schedule includes student information that is not part of the student file, such as grade submission forms and lists, confirmation of registration requests, and visiting student forms for outside students.

Date Range
June 1999 - to present

<table>
<thead>
<tr>
<th>Original/Duplicate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original record series</td>
<td>Continuous</td>
</tr>
</tbody>
</table>

PHYSICAL DESCRIPTION

Type
n/a

Format
n/a

Size
n/a

Volume
n/a

Estimated Annual Accumulation
n/a

FILING

Filing
n/a

Index
n/a

File Breaks
n/a

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

RESTRICTIONS

Legislation
Freedom of Information and Protection of Privacy Act; University Policy on Access to Student Academic Records (Governing Council 1001)

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
Garvan Wells

Date 3. xii. 10
Head of Office
[Signature]
### Other Student Information – not part of the student file

<table>
<thead>
<tr>
<th>No</th>
<th>Document</th>
<th>SGS</th>
<th>Dept</th>
<th>Retention</th>
<th>Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grade submission forms and lists <em>(to collect grade information)</em></td>
<td>X</td>
<td></td>
<td>C+5</td>
<td>D</td>
</tr>
<tr>
<td>2</td>
<td>Confirmation of registration requests <em>(by student)</em></td>
<td>X</td>
<td></td>
<td>C+1</td>
<td>D</td>
</tr>
<tr>
<td>3</td>
<td>Visiting student forms for outside students</td>
<td>X</td>
<td></td>
<td>C+5</td>
<td>D</td>
</tr>
<tr>
<td>4</td>
<td>Marked unreturned student examinations and assignments</td>
<td>X</td>
<td></td>
<td>C+1</td>
<td>D</td>
</tr>
</tbody>
</table>

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*Attachment to Schedule # 56-0004*