# Summary of Changes

## Student Records Section

<table>
<thead>
<tr>
<th>SERIES</th>
<th>CHANGE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR001</td>
<td>General</td>
<td>General update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodates any general files not covered by other Student Records classifications.</td>
</tr>
<tr>
<td>SR015-20</td>
<td>Undergraduate Admissions</td>
<td>General update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated scope and content description, primary offices, and electronic systems information.</td>
</tr>
<tr>
<td>SR015-30</td>
<td>Graduate Admissions</td>
<td>New classification</td>
</tr>
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<td></td>
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<td>• Function not covered previously in DOR.</td>
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<tr>
<td>SR015-40</td>
<td>Non-credit Admissions</td>
<td>New classification</td>
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<td></td>
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<td>• Function not covered previously in DOR.</td>
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<td></td>
<td></td>
<td>• Records of successful applicants are transferred to their student file; records of unsuccessful applicants and those who don’t register are kept for 2 years.</td>
</tr>
<tr>
<td>SR020</td>
<td>Transfer Credits</td>
<td>Renumbered from SR105; General update including retention rule</td>
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<tr>
<td></td>
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<td>• Transfer credit information is kept for 7 years after evaluation.</td>
</tr>
<tr>
<td>SR030-20</td>
<td>Student Academic Records - Undergraduate</td>
<td>Renumbered from SR440-20; General update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated scope and content description, primary offices, retention rule, and electronic systems information.</td>
</tr>
<tr>
<td>SR030-30</td>
<td>Student Academic Records - Graduate</td>
<td>Renumbered from SR 440-30; General update including retention rule</td>
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<tr>
<td></td>
<td></td>
<td>• Updated scope and content description and electronic systems information.</td>
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<tr>
<td></td>
<td></td>
<td>• Discontinue/delete practice of microfilming hard copy records.</td>
</tr>
<tr>
<td>SR030-40</td>
<td>Student Academic Records - Continuing Studies</td>
<td>Renumbered from SR440-60; General update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Updated scope and content description, primary offices, retention rule, and electronic systems information.</td>
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<tr>
<td></td>
<td></td>
<td>• Records kept for 5 years after last registration and permanent retention in order to provide grade and transcript information.</td>
</tr>
<tr>
<td>SR030-50</td>
<td>Student Academic Records – Non-Credit Students</td>
<td>New classification</td>
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<tr>
<td></td>
<td></td>
<td>• Based on previous Continuing Studies classification to cover non-credit students.</td>
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<tr>
<td></td>
<td></td>
<td>• Permanent retention of Continuing Studies Information System data in order to provide grade and transcript information.</td>
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<tr>
<td><strong>SERIES</strong></td>
<td><strong>CHANGE</strong></td>
<td><strong>COMMENT</strong></td>
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</table>
| SR070      | Student Advising | Renumbered from SR020-20, General update | - Current practice is indefinite retention of records of students who don’t graduate; this retention to be reviewed in 2019.  
- Records kept 5 years after UVic graduation.  
- Updated scope and content description, primary offices, retention rule, and electronic systems information. |
| SR090      | Student Awards | New single classification from two | - Amalgamates SR050-10 awards - scholarship and fellowship lists and -20 award case files.  
- SAFA = primary office.  
- Award description and endowment information is transferred to Archives 2 years after award discontinued.  
- Details on award winners are destroyed; covered by Senate Committee on Awards |
| SR095      | Financial Aid Services | Renumbered from SS155; General update | - Moved from the Student Services section  
- SAFA = primary office.  
- Updated scope and content description and electronic systems information.  
- Retention rule established: most information kept 3 years after graduation; secure destruction. |
| SR100-02   | Examination questions | Renumbered from SR190-02; General update | - Updated scope and content description and disposition instruction.  
- A selection of exams is transferred to Archives for historical reference. |
| SR100-04   | Examination answer papers | Renumbered from SR190-04; General update | - Updated scope and content description, electronic systems information, and disposition instruction.  
- Completed exams are kept for one year; secure destruction. |
| SR100-06   | Grade change forms | Renumbered from SR190-06; General update | - Updated scope and content description, electronic systems information, and disposition instruction.  
- Discontinue/delete practice of microfilming hard copy records. |
| SR110      | Student Academic Reviews | Renumbered and re-named from SR445-20 Student Academic Reviews – Appeal case files; General update including retention rule | - Updated scope and content description, primary offices, and disposition instruction.  
- Records of long-term value are captured in the Senate Committee on Appeals records. |
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<tr>
<th>SERIES</th>
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<tr>
<td>SR120</td>
<td>Co-operative Education</td>
<td>• Establishes a classification for student files in addition to student</td>
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<td></td>
<td>Students</td>
<td>files in addition to administration of Co-operative program (that</td>
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<tr>
<td></td>
<td></td>
<td>classification remains in Teaching Programs).</td>
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<td></td>
<td></td>
<td>• Retention rule is 5 years after last work term registration;</td>
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<td></td>
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<td>secure destruction.</td>
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<tr>
<td>SR125</td>
<td>Practica</td>
<td>• Updated scope and content description.</td>
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<td></td>
<td></td>
<td>• Retention rule is 5 years after graduation or last registration;</td>
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<td></td>
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<td>secure destruction.</td>
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<tr>
<td>SR200</td>
<td>Reports and Statistics</td>
<td>• Updated scope and content description, electronic systems</td>
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<td></td>
<td></td>
<td>information, and disposition instruction.</td>
</tr>
<tr>
<td>SR190-08</td>
<td>Grade lists</td>
<td>• Obsolete – records and activity are integrated into FAST</td>
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<tr>
<td>SR440-50</td>
<td>Student Academic Records</td>
<td>• We are no longer classifying systems in DOR</td>
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<td>— Banner Student</td>
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<tr>
<td>SR440-60</td>
<td>Student Academic Records</td>
<td>• We are no longer classifying systems in DOR</td>
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<tr>
<td></td>
<td>— Continuing Studies</td>
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<td>Registration System/</td>
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<td></td>
<td>Student Records</td>
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<tr>
<td>SR050-10</td>
<td>Awards – Scholarship and</td>
<td>• Records and activity are included in new single Awards classification,</td>
</tr>
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<td></td>
<td>fellowship lists</td>
<td>SR090.</td>
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<tr>
<td>SR050-20</td>
<td>Awards – Award case files</td>
<td>• Records and activity are included in new single Awards classification,</td>
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<td></td>
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<td>SR090.</td>
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