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### STUDENT RECRUITMENT/PROSPECTIVE STUDENTS

**Description:** These records relate to individuals who have identified themselves or have otherwise been identified as potential applicants for admission to the University's undergraduate and graduate programs. These records relate to activities organized for the purpose of recruiting new students to the university or existing students to new programs. Student recruitment activities include campus tours, open houses, participation in information fairs, high school liaison, international recruitment initiatives, etc.

**Filing Guidelines:** Destroy paper documents once in electronic form. Records must be securely stored until final disposition.

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<b>MUNCLASS Function:</b>	Students (ST)
<b>Responsible Unit(s):</b>	Office of the Registrar, School of Graduate Studies
<b>Retention:</b>	<i>Student recruitment/prospective student records, other than those stored as part of the permanent student record in the Student Information System (currently Banner):</i> Year of intended enrolment + 1 year <b>Exception:</b> <i>Consent Form:</i> Current Year information received + 3 years
<b>Disposition:</b>	Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Anticipated Operational Use