
SCHOLARSHIPS, BURSARIES AND AWARDS – CASE FILES

Description: These records relate to applications or nominations for, and awarding of, scholarships, bursaries, and awards to individual students. Scholarships, bursaries and awards include awards established by the university for its students and awards available from external agencies where the monies are disbursed by the university. The records include lists of applicants or eligible candidates; applications for scholarships, awards, or bursaries; supporting documents (e.g. payroll forms); operations of nominating/selection committees; decisions concerning applications or nominations; lists and profiles of winners; documentation concerning the recipient(s), timing, nature, value, and conditions of individual scholarships, bursary, or award offers; correspondence with applicants or recipients; financial activity reports; and other related correspondence. A list of award winners should be kept indefinitely.

Filing Guidelines: Destroy paper documents once in electronic form.

MUNCLASS Function:	Students (ST)
Responsible Unit(s):	Office of the Registrar, School of Graduate Studies or Unit(s)
Retention:	Current Year award granted + 7 years <i>Exception: List of Award winners: Permanent Retention</i>
Disposition:	Destroy or N/A
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use