

# MUNCLASS

## Classification and Retention Plan



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### ACADEMIC ADVICE

**Description:** These records relate to advising students of academic programs, course planning, course registration support and advising current students regarding academic progress towards degree completion. Records may include high school or other advising forms, annual progress and supervisory report forms, degree audits, and related correspondence from Academic Advising Centre, Office of the Registrar, School of Graduate Studies and/or academic units.

**Filing Guidelines:** Destroy paper documents once in electronic form.

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<b>MUNCLASS Function:</b>	Students (ST)
<b>Responsible Unit(s):</b>	Office of the Registrar, School of Graduate Studies or Unit(s)
<b>Retention:</b>	Current Year of Graduation + 2 years
<b>Disposition:</b>	Destroy
<b>Media:</b>	Paper and/or electronic
<b>Authority:</b>	Anticipated Operational Use

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Version 01

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