
ACADEMIC DOCUMENT AND VERIFICATION REQUESTS

Description: Document requests are inquiries from students or third parties for information related to academic records. These records include requests for transcripts, program confirmation, verification of information and other related documents.

Filing Guidelines: Destroy paper documents once in electronic form.

MUNCLASS Function:	Students (ST)
Responsible Unit(s):	Office of the Registrar, School of Graduate Studies
Retention:	Student Information System (currently Banner): Permanent Retention Document Requests: Destroy after Current Year actioned + 1 year with the following exception: <i>Former Division of Lifelong Learning Record (up to 2012): Permanent Retention</i>
Disposition:	Destroy or N/A
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use