
STUDENT BIOGRAPHICAL INFORMATION

Description: Student biographical information such as name, contact information, date of birth (DOB), citizenship, change of name forms and supporting documentation.

Filing Guidelines: These records are kept permanently except for change of name, change of address, return mail for system generated letters, which are kept for a maximum of 1 year.

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| MUNCLASS Function: | Students (ST) |
| Responsible Unit(s): | Office of the Registrar, School of Graduate Studies or Unit(s) |
| Retention: | Request forms for change of name, change of address, return mail for system generated letters: Current Year keyed on Student Information System + 1 year Student Information System: Permanent Retention <i>Exception: Information from Student Life (i.e. death notifications and student wellbeing): Permanent Retention</i> |
| Disposition: | Destroy or N/A |
| Media: | Paper and/or electronic |
| Authority: | Anticipated Operational Use |