## MUNCLASS



**Classification and Retention Plan** 

## INTERNATIONAL STUDENT SERVICES

**Description:** Consists of records relating to the administration of services for international students. Records may include applications for MUN mentors program, appointment data, new students supports, immigration advising and exchange information including lists of participating institutions and lists of student participants.

| MUNCLASS Function:<br>Responsible Unit(s):<br>Retention:<br>Disposition:<br>Modia: | Student (ST)<br>Internationalization Office<br>Current year file closed + 4 years<br>Destroy<br>Paper and (or electronic |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Media:                                                                             | Paper and/or electronic                                                                                                  |
| Authority:                                                                         | Anticipated Operational Use                                                                                              |

Version 01

Approved: February 12, 2019: RS 2019-005