MUNCLASS



Classification and Retention Plan

STUDENT SUPPORT SERVICES - ACADEMIC

Description: Consists of records relating to academic support programs, community engagement and services. Student support services may include learning assistance, training, academic advising and career events.

MUNCLASS Function:	Students(ST)
Responsible Unit(s):	Student Life
Retention:	Current year file closed + 4 years
	Co-curricular record: Current year graduation or last registration + 5 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use

Version 01

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