## CO-OP AND INTERNSHIP PROGRAMS

**Description:** Consists of records relating to the administration and organization of co-op placements, internships and other experiential learning programs.  Records may include applications, resumes, forms, transcripts, work term reports, work term job descriptions, job rankings, job offers and related correspondence.

| | |
|---|---|
| **MUNCLASS Function:** | Teaching and Learning (TL) |
| **Responsible Unit(s):** | Academic Unit |
| **Retention:** | **Student Work Placement Records:** Current year placement completed + 6 years |
| | **Posted Job Statistics:** Current year job posted + 6 years |
| | **Job Application Packages**: Current year graduation or last registration + 1 year |
| | **Non-Identifying Record of Student Placement Information**: Permanent Retention |
| **Disposition:** | Destroy |
| **Media:** | Paper and/or electronic |
| **Authority:** | Anticipated Operational Use, *Limitations Act (1995)* |

Version 01                                                        **Approved:** February 12, 2019: RS 2019-005