
ENGLISH AS A SECOND LANGUAGE (ESL) STUDENT APPLICATION RECORDS

Description: Records related to the administration and management of Memorial University's English as a Second Language (ESL) program. Records may include paper applications, biographical data, supporting documents such as standardized tests scores (e.g. IELTS, TOEFL) and email correspondence related to the student's application.

Filing Guidelines: Destroy paper documents once in electronic form. Records must be securely stored until final disposition. Confirmation of student's successful completion of program is maintained in an electronic database.

MUNCLASS Function:	Teaching and Learning (TL)
Responsible Unit(s):	English as a Second Language Office
Retention:	Year program completed + 4 years <i>Exception: No shows:</i> Current year + 1 year
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use

Version 01

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