

Personal Information Bank Form

Date: November 23, 2012

Title (Name) of PIB:	File Number:
Student Records - Microfilm (Registry-General)	N/A
Location – Primary Office:	
Office of the Registrar	
Location – Other Offices:	
None	
Information Maintained (description):	
Name, address, telephone number, ID number, academic records (includes credit record, challenge exam request, waiver forms), admission records (includes general admission forms, transcripts, program plan, course descriptions, profile, convocation summary), and registration records (includes SFB Forms, extension requests, withdrawal requests, course approval, special shipment requests, invoices), student obituary and death certificates, and appeals to Registry policy and procedures and documentation relating to appeals.	
Individuals:	
Students	
Legal Authority:	
Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose:	
Remarks:	
Some records are retained permanently on microfilm. See Student Records Retention Schedule for complete listing of retention and disposition schedules for all student records.	