ACO 20

ACADEMIC AND COURSE MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012

URIMC Revised:
November 23, 2017; May 27, 2019

RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012; October 19, 2012; October 1, 2015; November 15, 2016; March 2, 2017

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
ACO 20 User Information

Abbreviations & Definitions
- ACO – Academic and Course Operations
- FGSR – Faculty of Graduate Studies and Research
- OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”
- ORL – Official Record Location
- RIM – Records and Information Management
- RO – Registrar’s Office
- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.
- URIMC – University Records and Information Management Committee

End of Year
- Unless otherwise noted, the default “year” is the fiscal year which commences on May 1 and ends on April 30. Retention timeframes will commence in the year following completion/date of last action that activates the retention period.
- All records are subject to archival appraisal once their stated retention period has been met.
- Contact your area’s Designated Records Officer before initiating disposition.

Managing Other Copies
- In instances in which more than one copy of a record exists, the Designated Records Officer for the responsible unit will identify one as the official record. All other copies of that record are to be destroyed as soon as the purpose for which the copy was created has been fulfilled. No other copy may be retained for a period exceeding the official record retention period. All copies (official and other copies) are subject to requests under The Local Authority Freedom of Information and Protection of Privacy Act and therefore put the University at risk if not managed appropriately.
ACO 20 ACADEMIC AND COURSE MANAGEMENT

The functional grouping identifying and documenting University policies and guidelines related to academic and course programming and incorporating that information into student support tools, such as the University Calendar and Banner software system. The functional grouping serves to ensure that approved and up-to-date academic policies, such as degree, program and course requirements, credit hours, terms and conditions of study and associated conditions, are presented in a consistent and comprehensive fashion so that current and potential students may proceed with admissions, registration and scheduling and so pursue their chosen program of studies at the University. Academic and course programming may involve the management of information related to both credit and non-credit programs and courses.

The functional grouping of academic and course programming includes the key activities of: identifying, managing and disseminating information related to academic programs and courses and creating and disseminating the University Calendar.

100  Academic Program and Course Management

200  University Calendar Management

300  Program-Specific Publications Management
ACO 20 ACADEMIC AND COURSE MANAGEMENT

FUNCTION 100 – ACADEMIC PROGRAM AND COURSE MANAGEMENT

The function of reviewing, assessing and documenting formally approved academic policies and curriculum information so that the information may be communicated to students and the University community to support student admissions, registration, scheduling and general course and program management across the University. Records received to support this function include copies of minutes, agendas and associated records created by approval bodies responsible for deciding program and course requirements, such as the University Senate, Board of Governors, faculty, Executive of Council and related committees. Other records may include correspondence, course and program descriptions and inventory forms, descriptions of degree requirements and related academic and planning records.

The function of academic and course programming, while primarily focused on the identification of requirements and criteria for credit programs and courses leading to degrees, may also involve the identification of requirements or criteria for non-credit offerings across the University.

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO20-101</td>
<td>Academic and Course Programming</td>
<td>Various</td>
<td>Banner</td>
<td>SO + 6 years</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case.</td>
</tr>
<tr>
<td>(Old #: ACO20-100-10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACO20-102</td>
<td>Non-Credit Programming</td>
<td>Various</td>
<td>Banner</td>
<td>SO + 6 years</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case.</td>
</tr>
<tr>
<td>(Old #: ACO20-100-20)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACO 20 ACADEMIC AND COURSE MANAGEMENT

FUNCTION 200 – UNIVERSITY CALENDAR MANAGEMENT

The function of compiling information and records generated as part of the functional grouping of academic and course programming. Also includes incorporating that information into the online and print versions of the University Calendar and distributing these products to support student admissions, registration, scheduling and general course and program administration across the University. Related records may include drafts, working papers and final versions of both print and electronic versions, including records related to planning, design, budgeting, and distribution of print copies and electronic versions through web tools. Additional records may also include correspondence, photographs, permission forms and releases for the use of images, and associated records.

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO20-201 (Old #: ACO20-200-10)</td>
<td>University Calendar Approved final print and electronic version of the University Calendar.</td>
<td>OPR – RO or FGSR ORL – RO or FGSR and Archives</td>
<td>TBA</td>
<td>Permanent</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will work with the OPR to facilitate transfer to Archives.</td>
</tr>
<tr>
<td>ACO20-202 (Old #: ACO20-200-20)</td>
<td>Planning and Production Records documenting the planning, design, production and distribution of the University Calendar.</td>
<td>RO or FGSR</td>
<td>No</td>
<td>1 year</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
<tr>
<td>ACO20-203</td>
<td>Calendar Submissions Various</td>
<td></td>
<td></td>
<td>1 year</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
</tbody>
</table>
ACO 20 ACADEMIC AND COURSE MANAGEMENT

FUNCTION 300 – PROGRAM-SPECIFIC PUBLICATIONS MANAGEMENT

The function of compiling information and records generated as part of academic and course programming and incorporating that information into program-specific publications and disseminating those publications to support student admissions, registration, scheduling and general course and program administration across the University. Records may include drafts, working papers and final versions of both print and electronic versions of these publications (i.e., handbooks), including records related to planning, design, budgeting, and dissemination of print copies and distribution of electronic versions through web tools. Additional records may also include correspondence, photographs, permission forms and releases for the use of images, and associated records.

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
</table>
| ACO20-301 (Old #: ACO20-300-10) | Program-Specific Publications  
Records documenting the development and dissemination of the program-specific publications. | Various                       | No                            | SO + 6 years            | THIS IS NOT THE UNIVERSITY CALENDAR.  
Send list of records that have met retention requirements to Archives. The Archives will work with the OPR to facilitate transfer to Archives. |