ACO 40

UNIVERSITY TUITION AND FEES MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012
URIMC Revised:
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 40 User Information

Abbreviations & Definitions

- ACO – Academic and Course Operations
- 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
- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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 40 UNIVERSITY TUITION AND FEES MANAGEMENT

The functional grouping of establishing and confirming tuition and fees related to both credit and non-credit courses and programs across the University.

100 Tuition and Fees Establishment
ACO 40 UNIVERSITY TUITION AND FEES MANAGEMENT

FUNCTION 100 – TUITION AND FEES ESTABLISHMENT

The function of establishing, confirming and documenting tuition levels and related fees across the University. Records created as part of this function may include financial statements and reports, tuition scales and confirmation of fees and rates for different courses and programs, correspondence and communications across the University to establish and confirm tuition, fees and rates, tax-related communications, and other records related to establishing and managing tuition and fees. Records created or received to support this function include documentation from faculties and other units across the University and minutes, agendas and associated records created by approval bodies responsible for deciding tuition and associated fees, such as the University Senate, Board of Governors, faculty, Executive of Council and related committees.

Records may relate to the establishment of University fees for both credit and non-credit courses and programs.

<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>ACO40-101</td>
<td>Tuition and Fees Establishment</td>
<td>OPR – Various ORL – Various or Banner</td>
<td>Banner</td>
<td>SO + 6 years</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>
</tbody>
</table>