ACO 40

UNIVERSITY TUITION AND FEES MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012

URIMC Revised:
N/A

RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012, October 19, 2012, October 1, 2015, November 15, 2016 and 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 UNIVERSITY TUITION AND FEES MANAGEMENT

FUNCTIONAL GROUPING DESCRIPTION

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

ACO 40 FUNCTIONS LIST

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

FUNCTION 100 – TUITION AND FEES ESTABLISHMENT

FUNCTION DESCRIPTION

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 Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACO40-100-10</td>
<td>Tuition and Fees Establishment</td>
<td>Various</td>
<td>Various or Banner</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>B</td>
<td>Transfer to Archives.</td>
</tr>
</tbody>
</table>

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.

OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

B – Banner

*End of the year is April 30 unless otherwise specified. 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.

URIMC Approved: July 11, 2012

3