AGS 30

SALVAGE AND DISPOSAL

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
September 23, 2013
URIMC Revised:
May 27, 2019
RIM Edits (consistency, typographical, updates, etc.):
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/
AGS 30 User Information

Abbreviations & Definitions
- AGS – Acquisitions, Goods and Services
- OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”
- 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.
AGS 30 SALVAGE AND DISPOSAL

Records relating to the administration of the process through which University of Regina products and equipment that are deemed salvage or surplus by University departments are addressed.

100   Salvage and Disposal
AGS 30 SALVAGE AND DISPOSAL

FUNCTION 100 – SALVAGE AND DISPOSAL

Consists of records relating to the disposal of University property.

<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>AGS30-101</td>
<td>Salvage Documentation</td>
<td></td>
<td>Supply Management Services</td>
<td>SO + 6 years</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>(Old #: AGS30-100-10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGS30-102</td>
<td>Salvage Accounting</td>
<td></td>
<td>Supply Management Services</td>
<td>SO + 6 years</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>(Old #: AGS30-100-20)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGS30-103</td>
<td>Salvage Tracking – Unit Records</td>
<td>Various</td>
<td></td>
<td>SO + 6 years</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>

Last Action: May 27, 2019