AGS 30

SALVAGE AND DISPOSAL

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
September 23, 2013
URIMC Revised:
N/A
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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/
AGS 30 SALVAGE AND DISPOSAL

FUNCTIONAL GROUPING DESCRIPTION

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.

AGS 30 FUNCTIONS LIST

100   Salvage and Disposal
**AGS 30 SALVAGE AND DISPOSAL**

**FUNCTION 100 – SALVAGE AND DISPOSAL**

**FUNCTION DESCRIPTION**

Consists of records relating to the disposal of University property.

<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>
</table>
| AGS30-100-10  | **Salvage Documentation**  
Includes department lists, tender lists, salvage bid forms, release (receipt) forms, non-profit organization agreements and related correspondence. | SMS | SMS | SO + 6 years | N/A | | |
| AGS30-100-20  | **Salvage Accounting**  
Salvage recovery account transactions and related documentation (i.e. PST transmittals). | SMS | SMS | SO + 6 years | N/A | | |

**SO** – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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