COM 20

CEREMONIES AND EVENTS 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/
COM 20 CEREMONIES AND EVENTS MANAGEMENT

FUNCTIONAL GROUPING DESCRIPTION

The functional grouping of planning, coordinating and delivering ceremonies and events, including convocation ceremonies, installation ceremonies and other University ceremonies across the University of Regina.

COM 20 FUNCTIONS LIST

100 Planning and Delivery

SO — Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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
COM 20 CEREMONIES AND EVENTS MANAGEMENT

FUNCTION 100 – PLANNING AND DELIVERY

FUNCTION DESCRIPTION

The function of planning and delivering University ceremonies and other events, including convocations, installations and other University ceremonies or events. Other events include ceremonies to recognize staff service, program graduation or other social or ceremonial milestones.

Records may include budgets, attendance lists, programs, local arrangements and site records, contracts and agreements, permits and certificates, texts of speeches, press releases, still and moving images and audiovisual recordings of actual ceremonies, reports and summaries of events and related administrative and logistical records.

<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>COM20-100-10</td>
<td>Event Content</td>
<td>Various</td>
<td>Various</td>
<td>6 years</td>
<td>3 years</td>
<td>No</td>
<td>This series comprises a collection of records relating to a particular event. Other University units that may have been responsible for creating and storing the record will also have copies within an appropriate function. Transfer to Archives.</td>
</tr>
</tbody>
</table>

Final versions of content and official evidence of the ceremonial event, including photographs, speeches, audiovisual records, programs, invitations, press releases, attendance lists, thank you letters, public relations records, seating plans, etc.

<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>COM20-100-10</td>
<td>Event Content</td>
<td>Various</td>
<td>Various</td>
<td>6 years</td>
<td>3 years</td>
<td>No</td>
<td>This series comprises a collection of records relating to a particular event. Other University units that may have been responsible for creating and storing the record will also have copies within an appropriate function. Transfer to Archives.</td>
</tr>
</tbody>
</table>

Final versions of content and official evidence of the ceremonial event, including photographs, speeches, audiovisual records, programs, invitations, press releases, attendance lists, thank you letters, public relations records, seating plans, etc.

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
<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>COM20-100-20</td>
<td>Logistical Arrangements</td>
<td>Various</td>
<td>Various</td>
<td>SO + 6 years</td>
<td>SO</td>
<td>No</td>
<td>SO for this series commences when the event reaches completion. Destroy.</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.”

*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