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; March 2, 2017; June 10, 2019

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
COM 20 User Information

Abbreviations & Definitions
- COM – Communications
- 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.
COM 20 CEREMONIES AND EVENTS MANAGEMENT

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.

100 Planning and Delivery
COM 20 CEREMONIES AND EVENTS MANAGEMENT

FUNCTION 100 – PLANNING AND DELIVERY

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 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>COM20-101</td>
<td>Event Content</td>
<td>Various</td>
<td></td>
<td>6 years</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. Send list of records that have met retention requirements to Archives. The Archives will work with the OPR to facilitate transfer to Archives.</td>
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| COM20-102   | Logistical Arrangements | Various                        | Various                       | SO + 6 years                | SO for this series commences when the event reaches completion.  

**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.