CSR 30

HOUSING AND RESIDENT LIFE MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 7, 2018
URIMC Revised:
N/A
RIM Edits (consistency, typographical, updates, etc.):
N/A

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
CSR 30 HOUSING AND RESIDENT LIFE MANAGEMENT

FUNCTIONAL GROUPING DESCRIPTION

This functional grouping includes records created or acquired by the University that relate to on-campus accommodation and services provided to residents/tenants.

CSR 30 FUNCTIONS LIST

100  Client Case Files
200  Marketing and Promotion
300  Housing Services
400  Internal Collaboration
500  Housing Handbook

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B – Banner

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### CSR 30 HOUSING AND RESIDENT LIFE MANAGEMENT

#### FUNCTION 100 – CLIENT CASE FILES

**FUNCTION DESCRIPTION**

The function addresses records relating to individual residents.

<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>CSR30-100-10</td>
<td>Client Case Files</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>6 years</td>
<td></td>
<td>STAR RES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes applications, offers, confirmations, contracts, payment plans, special needs, contact information, cancellations, key replacements, interim room assignments, early/late arrivals, etc.</td>
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<tr>
<td>CSR30-100-20</td>
<td>Student Conduct Case Files</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>6 years</td>
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<td>STAR RES</td>
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</tr>
<tr>
<td></td>
<td>Includes cases of misconduct such as chargeable offenses as well as eviction documentation where applicable.</td>
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</tbody>
</table>

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## CSR 30 HOUSING AND RESIDENT LIFE MANAGEMENT

### FUNCTION 200 – MARKETING AND PROMOTION

### FUNCTION DESCRIPTION

The function of encouraging students to reside on campus and providing information about services and events for campus residents.

<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>CSR30-200-10</td>
<td>Case Files</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>SO + 2 years</td>
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<tr>
<td>CSR30-200-20</td>
<td>Distribution Lists</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>SO</td>
<td></td>
<td>Constant Contact or EZ Recruit</td>
<td></td>
</tr>
</tbody>
</table>

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## CSR 30 HOUSING AND RESIDENT LIFE MANAGEMENT

### FUNCTION 300 – HOUSING SERVICES

#### FUNCTION DESCRIPTION

The function that identifies records relating to value-added services to residents.

See FPR XX for Cleaning Services

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<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
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<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR30-300-10</td>
<td>Activities/Event Documentation</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>1 year</td>
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<tr>
<td></td>
<td>Communications with the</td>
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<td></td>
<td>Residence Community Council and</td>
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<td></td>
<td>students.</td>
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<tr>
<td>CSR30-300-20</td>
<td>Residence Community Council</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>4 years</td>
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<td></td>
<td>Records relating to the planning</td>
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<tr>
<td></td>
<td>and execution of activities and</td>
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<td></td>
<td>events.</td>
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</tbody>
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CSR 30 HOUSING AND RESIDENT LIFE MANAGEMENT

FUNCTION 400 – INTERNAL COLLABORATION

FUNCTION DESCRIPTION

The function that documents interaction with other University units and entities, including UR International and URSU as well as projects initiated through joint committees (i.e., Orientation Committee).

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
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<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR30-400-10</td>
<td>Project Case Files</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>4 years</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Records relating to events and activities sponsored through internal collaboration.</td>
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<td></td>
</tr>
<tr>
<td>CSR30-400-20</td>
<td>Living Learning Communities</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>4 years</td>
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<tr>
<td></td>
<td>Records of partnerships with faculties or relating to “themes”.</td>
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<td></td>
</tr>
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FUNCTION 500 – HOUSING HANDBOOK

FUNCTION DESCRIPTION

The function of developing and distributing the housing handbook.

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<tr>
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<th>Official Record Retention*</th>
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<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSR30-500-10</td>
<td>Handbook Development and Distribution</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>3 years</td>
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</tr>
</tbody>
</table>

Includes the final copy as well as recommendations and approvals of content and use.

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