CSR 40

CONFERENCE AND SHORT-STAY SERVICES

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 40 CONFERENCE AND SHORT-STAY SERVICES

FUNCTIONAL GROUPING DESCRIPTION

The functional grouping that relates to hotel-type accommodation at the University and to requirements relating to conferences and other events.

CSR 40 FUNCTIONS LIST

100 Non-Academic (Conference) Booking
200 Short-Stay (Hotel) Accommodation Booking
300 Marketing and Promotion

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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

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## CSR 40 CONFERENCE AND SHORT-STAY SERVICES

### FUNCTION 100 – NON-ACADEMIC (CONFERENCE) BOOKING

#### FUNCTION DESCRIPTION

The function documenting the allocation of space for non-academic events.

<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>CSR40-100-10</td>
<td>Client Case Files</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>3 years</td>
<td></td>
<td>EMS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes booking requests, bids, proposals, offers, confirmations, contracts, special needs, contact information, cancellations and space allocation.</td>
<td></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>CSR40-100-20</td>
<td>Internal Collaboration</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>1 year</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Documentation regarding co-ordination with other University units such as food services, technology requirements and parking.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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FUNCTION 200 – SHORT-STAY (HOTEL) ACCOMMODATION BOOKING

FUNCTION DESCRIPTION

The function that documents hotel-type accommodation requests.

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<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
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<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>CSR40-200-10</td>
<td>Client Case Files</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>3 years</td>
<td></td>
<td>STAR RES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes applications, offers, confirmations, special needs, contact information and cancellations. Clients may be individuals or groups.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CSR40-200-20</td>
<td>Internal Collaboration</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>1 year</td>
<td></td>
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<td></td>
<td>Documentation regarding coordination with other University units such as food services, technology requirements and parking.</td>
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FUNCTION 300 – MARKETING AND PROMOTION

FUNCTION DESCRIPTION

The function of developing events and materials to assist in increasing awareness of event space and short-stay accommodation.

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<thead>
<tr>
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<th>Series Name</th>
<th>OPR</th>
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<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>CSR40-300-10</td>
<td>Case Files</td>
<td>Student Affairs</td>
<td>Student Affairs</td>
<td>SO + 2 years</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Records relating to advertising, brochure development, etc.

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