CSR 60

COMMUNITY CAMPS

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 27, 2019

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/
Abbreviations & Definitions
- AGS – Acquisitions, Goods and Services
- CSR – Campus and Community Services and Resources
- EAG – Executive Administration and Governance
- FIN – Finance
- HR – Human Resources
- HRM – Human Resource Management
- 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.
CSR 60 COMMUNITY CAMPS

Consists of records that document the administrative records required to plan and manage University camps (i.e., summer and break camps for children, etc.) including required information about the camp participants.

100 Planning and Oversight

200 Camper Information
CSR 60 COMMUNITY CAMPS

FUNCTION 100 – PLANNING AND OVERSIGHT

See: HR Records are kept in HRM01-200 and HRM02-200.
See: Contracts are filed in EAG40-101.
See: Reports are filed in Tools10-300.
See: Policies and Procedures are filed in Tools10-100.
See: Special Project Grants are filed in FIN20-403. Fund 10000 “grants” are managed as inter-fund transfers and filed in FIN20-103.
See: Purchasing records are filed in AGS20-400.

<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>CSR60-101</td>
<td>Planning &amp; Oversight</td>
<td>Host Unit (Various)</td>
<td>Event completion + 2 years</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case.</td>
<td></td>
</tr>
<tr>
<td>CSR60-102</td>
<td>Promotional Materials</td>
<td>Host Unit (Various)</td>
<td>SO</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case.</td>
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**CSR 60 COMMUNITY CAMPS**

**FUNCTION 200 – CAMPER INFORMATION**

The function of collecting and maintaining required information relating to individuals enrolled in the camps.

*See HRM for records relating to camp staff and volunteers.*

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<tr>
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<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CSR60-201</td>
<td>Participant Information</td>
<td>Host Unit (Various)</td>
<td>ActiveNet Marketplace</td>
<td>Event Completion + 3 years</td>
<td>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.</td>
</tr>
<tr>
<td>CSR60-202</td>
<td>Participant Photos &amp; Associated Permissions</td>
<td>Host Unit (Various)</td>
<td></td>
<td>3 years</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case.</td>
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