EAG 50

LEADERSHIP AND UNIVERSITY ADMINISTRATION

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
November 4, 2016
URIMC Revised:
May 24, 2017
RIM Edits (consistency, typographical, updates, etc.):
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/
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FUNCTIONAL GROUPING DESCRIPTION

This grouping addresses the activities and functions for which the Provost and Vice-President (Academic), Associate Vice-President (Academic and Research), University Secretary and University Librarian are responsible, and which each individual adapts to their portfolio.

EAG 50 FUNCTIONS LIST

100 Portfolio Oversight (Supervision)
200 Internal Collaboration
300 External Collaboration
400 Strategic Planning
500 Special Projects

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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

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B – Banner

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FUNCTION 100 – PORTFOLIO OVERSIGHT (SUPERVISION)

FUNCTION DESCRIPTION

Consists of records created and accumulated in relation to the operation and activities in the executive leader’s portfolio. This includes briefings, meeting notes, reports, budget monitoring, emeritus appointments, 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>EAG50-100-10</td>
<td>Case Files</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>5 years</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Case Files
Files maintained by executives that relate to their role providing oversight to their portfolio.

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FUNCTION 200 – INTERNAL COLLABORATION

FUNCTION DESCRIPTION

Consists of records created and accumulated in relation to collaborative activities in executive administration. Activities include budget development, strategic planning, recruitment, 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>EAG50-200-10</td>
<td>Case Files</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>5 years</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Files maintained by executives that relate to their work with other executives.

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#### FUNCTION 300 – EXTERNAL COLLABORATION

**FUNCTION DESCRIPTION**

Consists of records created and accumulated in relation to participation in organizations and activities within the community beyond the University, on committees and planning groups within government, and visits to and from other institutions and jurisdictions. This includes non-University committees, organizations and other bodies where the participation is on behalf of the University (i.e., the individual is representing the University).

<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>EAG50-300-10</td>
<td>Case Files</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>5 years</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Files maintained by executives that relate to their role in the broader community and government.*

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FUNCTION 400 – STRATEGIC PLANNING

FUNCTION DESCRIPTION

Consists of records created and accumulated in relation to the development of the strategic plan for the University as well as compatible strategic plans for University units.

<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>EAG50-400-10</td>
<td>Case Files</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>SO + 1 year</td>
<td>2 years</td>
<td>Specialized Electronic System</td>
<td>When official record retention is met, transfer to Archives for permanent preservation.</td>
</tr>
</tbody>
</table>

Files maintained by executives that relate to their role in institutional planning.

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FUNCTION 500 – SPECIAL PROJECTS

FUNCTION DESCRIPTION

Consists of records created and accumulated in relation to special projects assigned to executives from time to time.

<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>EAG50-500-10</td>
<td>Special Projects Case Files</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>5 years</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Records relating to a particular special project.

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