EAG 50

LEADERSHIP AND UNIVERSITY ADMINISTRATION

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
November 4, 2016

URIMC Revised:
May 24, 2017, November 23, 2017 and May 7, 2018

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/
**EAG 50 LEADERSHIP AND UNIVERSITY ADMINISTRATION**

**FUNCTIONAL GROUPING DESCRIPTION**

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

**EAG 50 FUNCTIONS LIST**

100 Portfolio Management
200 Internal Collaboration
300 External Collaboration
400 Strategic Planning
500 Special Projects
600 Executive Community Engagement

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**B** – Banner

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FUNCTION 100 – PORTFOLIO MANAGEMENT

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, sponsorships, gifts, strategic plan initiatives, 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>
<tr>
<td></td>
<td>Files maintained by executives that relate to their role providing oversight to their portfolio.</td>
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</tr>
<tr>
<td>EAG50-100-20</td>
<td>Communications</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>3 years</td>
<td>3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information and notices to the University community in relation to the executive’s responsibilities.</td>
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</tr>
<tr>
<td>EAG50-100-30</td>
<td>Delegation Documentation</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>SO + 6 years</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Records assigning roles and responsibilities of the appointed lead to others.</td>
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</tr>
</tbody>
</table>

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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, recruitment, campus master planning (i.e., college avenue campus master plan), strategic plan initiatives, 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. Includes donations funded through the President’s Office.

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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>
<tr>
<td></td>
<td>Files maintained by executives that relate to their role in the broader community and government. Includes donations funded through the President’s Office.</td>
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</tr>
</tbody>
</table>

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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>Official Record Location</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>SO + 1 year</td>
<td>2 years</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>
<tr>
<td></td>
<td>Records relating to a particular special project.</td>
<td></td>
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</tr>
<tr>
<td>EAG50-500-20</td>
<td>Limited Access Case Files</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>Project Completion + 5 years</td>
<td></td>
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<tr>
<td></td>
<td>Records relating to special projects or initiatives which are sealed and require case-by-case retention decisions.</td>
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FUNCTION 600 – EXECUTIVE COMMUNITY ENGAGEMENT

FUNCTION DESCRIPTION

Consists of records created and accumulated in relation to an executive administrator’s roles engaging with students, faculty, staff and stakeholders as well as the “larger community.”

For Reports, see TOOLS 10-300-10.

Records included in this function are those created or accumulated by the executive while serving in an official capacity as a representative of the University and/or which facilitates University activities and the business carried out by the University. Records that relate to an Executive’s own academic, research or personal activities are the intellectual properties of the faculty and are not University Records (unless otherwise specified in a contract with the University).

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</tr>
</thead>
<tbody>
<tr>
<td>EAG50-600-10</td>
<td>Correspondence</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>5 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAG50-600-20</td>
<td>Speaking Notes and Information</td>
<td>Office of Lead Executive</td>
<td>Office of Lead Executive</td>
<td>5 years</td>
<td></td>
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</thead>
<tbody>
<tr>
<td>EAG50-600-30</td>
<td>External Award and Funding Opportunities</td>
<td>President’s Office</td>
<td>President’s Office</td>
<td>4 years</td>
<td></td>
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<tr>
<td></td>
<td>Records related to support by the President’s Office to faculty and students.</td>
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<tr>
<td>EAG50-600-40</td>
<td>Awards Sponsored By The President’s Office</td>
<td>President’s Office</td>
<td>President’s Office</td>
<td>2 years</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Documentation relating to awards sponsored by the President’s Office.</td>
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<tr>
<td></td>
<td>See STU80-400 for undergraduate awards.</td>
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