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

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 Provost and Vice-President (Academic), University Secretary, Associate Vice-President (Academic and Research), 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

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B – Banner

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**EAG 50 LEADERSHIP AND UNIVERSITY ADMINISTRATION**

**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, 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>
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</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>
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<td></td>
<td>Information and notices to the university community in relation to the executive’s responsibilities.</td>
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</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, 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>
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<td></td>
<td>Files maintained by executives that relate to their work with other executives.</td>
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</tbody>
</table>

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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>
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<td>Files maintained by executives that relate to their role in the broader community and government.</td>
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</table>
### EAG 50 LEADERSHIP AND UNIVERSITY ADMINISTRATION

#### 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>
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<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>
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<td>Records relating to a</td>
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<td>particular special project.</td>
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<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>
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<td>Records relating to special</td>
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<td>by-case retention decisions.</td>
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