EAG 60

COPYRIGHT MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016
URIMC Revised:
November 23, 2017
RIM Edits (consistency, typographical, updates, etc.):
November 15, 2016; 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 60 COPYRIGHT MANAGEMENT

FUNCTIONAL GROUPING DESCRIPTION

Consists of records documenting the process through which copyright requirements are assessed and permissions acquired where necessary.

EAG 60 FUNCTIONS LIST

100 Consultation and Education

200 Assessments

300 Course (Learning Management System) Surveys

400 Copyright Holder Claims
# EAG 60 COPYRIGHT MANAGEMENT

## FUNCTION 100 – CONSULTATION AND EDUCATION

### FUNCTION DESCRIPTION

Consists of records relating to the development and maintenance of a responsible level of awareness and knowledge of copyright requirements.

<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>EAG60-100-10</td>
<td>General Inquiries</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>2 years</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Non-evaluative inquiries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>See EAG60-200-20 for inquiries that result in evaluations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAG60-100-20</td>
<td>Education</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>SO + 6 years</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Includes presentations, logs of presentations, meetings and documentation included on website.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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

*End of the year is April 30 unless otherwise specified. 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.

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EAG 60 COPYRIGHT MANAGEMENT

FUNCTION 200 – ASSESSMENTS

FUNCTION DESCRIPTION

Consists of records relating to the determination of the applicability of copyright to particular instances as well as to the process of acquiring permissions where appropriate.

<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>EAG60-200-10</td>
<td>Permissions (Clearances) – Institutional</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>Permanent</td>
<td></td>
<td></td>
<td>Copyright management software</td>
</tr>
<tr>
<td></td>
<td>Includes permissions from copyright holders and copyright collectives.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAG60-200-15</td>
<td>Permissions (Clearances) – Unit Based</td>
<td>Various</td>
<td>Various</td>
<td>SO + 4 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes permissions from copyright holders and copyright collectives.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAG60-200-20</td>
<td>Evaluations Case Files</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>SO + 4 years</td>
<td></td>
<td></td>
<td>Copyright management software</td>
</tr>
<tr>
<td></td>
<td>Includes inquiries and analysis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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FUNCTION 300 – COURSE (LEARNING MANAGEMENT SYSTEM) SURVEYS

FUNCTION DESCRIPTION

Consists of records relating to case studies for course outlines and survey documentation relating to the learning management system.

<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>EAG60-300-10</td>
<td>Course Outline Case Studies</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>1 year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAG60-300-20</td>
<td>Learning Management System Survey Documentation</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>SO + 3 years</td>
<td></td>
<td></td>
<td>Destroy records when retention period completed</td>
</tr>
</tbody>
</table>

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**EAG 60 COPYRIGHT MANAGEMENT**

**FUNCTION 400 – COPYRIGHT HOLDER CLAIMS**

**FUNCTION DESCRIPTION**

Consists of records relating to claims by copyright holders.

<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>EAG60-400-10</td>
<td>Notice &amp; Notice</td>
<td>IS</td>
<td>IS</td>
<td>Receipt of Notice + 18 months</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Documentation relating to unproven claims by copyright holders in relation to specific internet addresses used within the university.

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