EAG 60

COPYRIGHT MANAGEMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016

URIMC Revised:
N/A

RIM Edits (consistency, typographical, updates, etc.):
November 15, 2016 and 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
### 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></td>
<td></td>
</tr>
<tr>
<td></td>
<td></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></td>
<td></td>
</tr>
<tr>
<td></td>
<td></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SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.”

*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><strong>Permissions (Clearances) – Institutional</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>Permanent</td>
<td></td>
<td>Copyright management software</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>EAG60-200-15</td>
<td><strong>Permissions (Clearances) – Unit Based</strong>&lt;sup&gt;1&lt;/sup&gt;</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><strong>Evaluations Case Files</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Copyright Office</td>
<td>Copyright Office</td>
<td>SO + 4 years</td>
<td></td>
<td>Copyright management software</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes inquiries and analysis.</td>
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</tbody>
</table>

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**Notes:**

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- **B** – Banner
- **URIMC Approved:** May 12, 2016

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<sup>1</sup>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.
**EAG 60 COPYRIGHT MANAGEMENT**

**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 + 6 years</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Global” running summary of information acquired in case studies.

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