HRM 15

EDUCATION AND TRAINING

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/
HRM 15 EDUCATION AND TRAINING

FUNCTIONAL GROUPING DESCRIPTION

The function of designing, developing and delivering information relating to human resource related programs and services. Includes training sessions and programs, workshops, orientations, brochures, posters, displays, etc.

HRM 15 FUNCTIONS LIST

100 Education and Training
## HRM 15 EDUCATION AND TRAINING

### FUNCTION 100 – EDUCATION AND TRAINING

### FUNCTION DESCRIPTION

Consists of records relating to the design, development and delivery of information relating to human resource related programs and services. Includes training sessions and programs, workshops, orientations, brochures, posters, displays, etc.

HRM15-100 includes all administrative records created to manage and execute this function. Records that relate to an individual employee in regard to this function will be retained within the Employee File (i.e., HRM 01, HRM 02).

<table>
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<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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<td>HRM15-100-10</td>
<td>Education and Training</td>
<td>HR</td>
<td>HR</td>
<td>SO + 3 years</td>
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*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.

**SO** – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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

URIMC Approved: May 12, 2016