HRM 20
EMPLOYMENT (STAFFING)

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016

URIMC Revised:
May 24, 2017; 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/
HRM 20 EMPLOYMENT (STAFFING)

FUNCTIONAL GROUPING DESCRIPTION

Consists of records relating to recruitment, selection and employment at the University of Regina. Records include recruitment information, foreign worker summaries and competition files.

HRM 20 FUNCTIONS LIST

100 Recruitment, Selection and Employment
HRM 20 EMPLOYMENT (STAFFING)

FUNCTION 100 – RECRUITMENT, SELECTION AND EMPLOYMENT

FUNCTION DESCRIPTION

Consists of records relating to recruitment initiatives and programs, competition documentation and associated staffing records. Records include career fair information, job postings, interview guides, staffing records such as applications, reference checks and decisions and the sessionals roster.

HRM20-100 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>
<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>HRM20-100-10</td>
<td>Recruitment Information</td>
<td>HR</td>
<td>HR</td>
<td>SO</td>
<td>N/A</td>
<td>E-Recruit</td>
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<tr>
<td></td>
<td>Includes information for career fairs, employer recognition acknowledgements, etc.</td>
<td>Faculties</td>
<td>Faculties</td>
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<tr>
<td>HRM20-100-20</td>
<td>Foreign Worker Summaries</td>
<td>HR</td>
<td>HR</td>
<td>7 years</td>
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<tr>
<td></td>
<td>Includes foreign worker applications and summaries.</td>
<td>Faculties</td>
<td>Faculties</td>
<td></td>
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<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SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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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### Records Classification Plan and Retention Schedule

**Series Number** | **Series Name** | **OPR** | **Official Record Location** | **Official Record Retention** | **Other Copies Retention** | **Specialized Electronic System** | **Disposition Guidelines and Related Series** |
--- | --- | --- | --- | --- | --- | --- | --- |
HRM20-100-30 | **Competition Case Files – CUPE, APT and Out of Scope**<br>Includes search committee and/or other records used to inform the process as well as job postings, advertising venues, interview guides and assessment tools, applications and supporting documentation, applicant correspondence, reference checks, all notes relating to adjudication, decisions, etc. | HR | HR | 7 years | N/A | E-Recruit | Successful candidate’s application, resume/CV and self declarations are transferred to an Employee File (i.e., HRM 01, HRM 02). The remainder of records relating to their candidacy remain in the competition case file and are addressed in relation to the prescribed retention period. |
HRM20-100-40 | **Competition Case Files – Academic**<br>Includes search committee and/or other records used to inform the process as well as job postings, advertising venues, interview guides and assessment tools, applications and supporting documentation, applicant correspondence, reference checks, all notes relating to adjudication, decisions, etc. | Faculties | Faculties | 7 years | N/A | E-Recruit | |

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<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM20-100-50</td>
<td>Written Recommendations – Academic</td>
<td>Faculties</td>
<td>Faculties</td>
<td>Per Collective Agreement</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Includes notes, correspondence and feedback on applicants for academic positions.

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