HRM 70

DISCRIMINATION, HARASSMENT AND RESPECTFUL UNIVERSITY SERVICES

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016

URIMC Revised:
November 23, 2017; May 27, 2019

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 70 User Information

Abbreviations & Definitions
- HRM – Human Resource Management
- OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”
- RIM – Records and Information Management
- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.
- URIMC – University Records and Information Management Committee

End of Year
- Unless otherwise noted, the default “year” is the fiscal year which commences on May 1 and ends on April 30. 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.

Managing Other Copies
- In instances in which more than one copy of a record exists, the Designated Records Officer for the responsible unit will identify one as the official record. All other copies of that record are to be destroyed as soon as the purpose for which the copy was created has been fulfilled. No other copy may be retained for a period exceeding the official record retention period. All copies (official and other copies) are subject to requests under The Local Authority Freedom of Information and Protection of Privacy Act and therefore put the University at risk if not managed appropriately.
HRM 70 DISCRIMINATION, HARASSMENT AND RESPECTFUL UNIVERSITY SERVICES

The promotion of a respectful work and learning environment and administration of related policy, procedure and programs.

100 Project Development and Initiatives

200 Conflict Coaching, Consultation and Resolution

300 Formal Complaint Investigation

400 Unit-Based Records
**HRM 70 DISCRIMINATION, HARASSMENT AND RESPECTFUL UNIVERSITY SERVICES**

**FUNCTION 100 – PROJECT DEVELOPMENT AND INITIATIVES**

Consists of records that serve as a resource for the prevention of harassment and discrimination and the facilitation of respectful university services. Records include presentations, surveys, etc.

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM70-101</td>
<td>Project Development &amp; Initiatives</td>
<td></td>
<td>Human Resources</td>
<td>SO + 3 years</td>
<td>Send list of records that have met retention requirements to Archives. The Archives will appraise the records. They will reply with an indication of which records are to be transferred to Archives and which records are to be destroyed, as well as the process to be followed in each case.</td>
</tr>
<tr>
<td>(Old #: HRM70-100-10)</td>
<td></td>
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</table>
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FUNCTION 200 – CONFLICT COACHING, CONSULTATION AND RESOLUTION

Consists of records documenting complaints and case files relating to conflict coaching.

Reasonable security arrangements will be made for records containing personal information in order to protect these records from unauthorized access, collection, use, disclosure or disposal.

<table>
<thead>
<tr>
<th>Series Code</th>
<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
</table>
| HRM70-201 (Old #: HRM70-200-10) | Contact Spreadsheet  
Includes name of complainant and nature of complaint  
Consultations that result in a formal complaint have an associated case file; see HRM70-301. | Human Resources  
Access database | Resolution/Completion + 6 years | Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form. |
| HRM70-202 (Old #: HRM70-200-20) | Conflict Coaching Case Files | Human Resources | Resolution/Completion + 6 years | Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form. |
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FUNCTION 300 – FORMAL COMPLAINT INVESTIGATION

Consists of all records relating to employee complaints and complaints about employees (from other employees, students, staff, etc.).

Reasonable security arrangements will be made for records containing personal information in order to protect these records from unauthorized access, collection, use, disclosure or disposal.

See HRM70-201 for contact spreadsheet that logs all consultation, including those that result in a formal investigation.

<table>
<thead>
<tr>
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<th>Series Description</th>
<th>OPR &amp; Official Record Location</th>
<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM70-301 (Old #: HRM70-300-10)</td>
<td>Investigation Case Files</td>
<td></td>
<td>Human Resources</td>
<td>Resolution/Completion + 6 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
</tr>
<tr>
<td></td>
<td>Includes screen shots, notes and final report.</td>
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<tr>
<td></td>
<td>See HRM30-101 for grievances that result from investigations.</td>
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</table>
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FUNCTION 400 – UNIT-BASED RECORDS

Consists of unit-based records.

<table>
<thead>
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<th>Specialized Electronic System</th>
<th>OPR Minimum Retention Period</th>
<th>Archival Instructions for OPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM70-401</td>
<td>Unit-Based Records</td>
<td>Various</td>
<td>Resolution/Completion + 2 years</td>
<td>Send list of records that have met retention requirements to Archives. The response will authorize the destruction of the records and request a copy of the ‘Confirmation of Secure Destruction’ form.</td>
<td></td>
</tr>
</tbody>
</table>