HRM 70

DISCRIMINATION AND HARASSMENT PREVENTION SERVICES

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 70 DISCRIMINATION AND HARASSMENT PREVENTION SERVICES

FUNCTIONAL GROUPING DESCRIPTION

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

HRM 70 FUNCTIONS LIST

100  Project Development and Initiatives

200  Conflict Coaching, Consultation and Resolution

300  Formal Complaint Investigation

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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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FUNCTION 100 PROJECT DEVELOPMENT AND INITIATIVES

FUNCTION DESCRIPTION

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

<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>HRM70-100-10</td>
<td>Project Development &amp; Initiatives</td>
<td>HR</td>
<td>HR</td>
<td>SO + 3 years</td>
<td>N/A</td>
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</tbody>
</table>

Includes notes, research, consultation, etc. for special assignments, project scoping, etc.

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FUNCTION 200 – CONFLICT COACHING, CONSULTATION AND RESOLUTION

FUNCTION DESCRIPTION

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 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>HRM70-200-10</td>
<td>Contact Spreadsheet</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/Completion + 6 years</td>
<td>N/A</td>
<td>Access database</td>
<td></td>
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<tr>
<td></td>
<td>Includes name of complainant and nature of complaint</td>
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<tr>
<td></td>
<td>Consultations that result in a formal complaint have an associated case file; see HRM70-300-10.</td>
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<tr>
<td>HRM70-200-20</td>
<td>Conflict Coaching Case Files</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/Completion + 6 years</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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FUNCTION 300 – FORMAL COMPLAINT INVESTIGATION

FUNCTION DESCRIPTION

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 HRM70-200-10 for contact spreadsheet that logs all consultation, including those that result in a formal investigation.

<table>
<thead>
<tr>
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<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>HRM70-300-10</td>
<td>Investigation Case Files</td>
<td>HR</td>
<td>HR</td>
<td>Resolution/Completion + 6 years</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Includes screen shots, notes and final report.</td>
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<td></td>
<td>See HRM30-100-10 for grievances that result from investigations.</td>
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