HRM 90
VOLUNTEER ADMINISTRATION

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 27, 2019
URIMC Revised:
N/A
RIM Edits (consistency, typographical, updates, etc.):
N/A

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
HRM 90 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
- 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 90 VOLUNTEER ADMINISTRATION

Consists of records that document volunteers who assist the University.

100 Volunteer Records
HRM 90 VOLUNTEER ADMINISTRATION

FUNCTION 100 – VOLUNTEER RECORDS

Consists of records relating to the management of volunteers. This applies to both University employees and students participating in internal or external partner volunteer opportunities, as well as members of the general public who volunteer their services in support of University initiatives.

<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>HRM90-101</td>
<td>Volunteer Case Files</td>
<td>Various</td>
<td>End of Event + 3 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>
<tr>
<td></td>
<td>Records include applications and approvals, criminal record checks, contact information, scheduling, sign-in sheets, consents and waivers, etc.</td>
<td></td>
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</tr>
<tr>
<td>HRM90-102</td>
<td>Training/Orientation</td>
<td>Various</td>
<td>End of Event + 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>
<td></td>
</tr>
<tr>
<td></td>
<td>Records include documentation outlining tasks, event schedules and processes.</td>
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</tbody>
</table>