ITM 30
ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
September 23, 2013
URIMC Revised:
November 4, 2016
RIM Edits (consistency, typographical, updates, etc.):
October 1, 2015; March 2, 2017; June 10, 2019

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
ITM 30 User Information

Abbreviations & Definitions
- ITM – Information and Technology 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.
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The University responds to requests for information in accordance with the requirements identified in *The Local Authority Access to Information and Protection of Privacy Act* and *The Personal Information Protection and Electronic Documents Act*. Requests are addressed through the Board of Governors appointed University official (the University Secretary at the time this schedule was approved).

100 Access and Privacy
**ITM 30 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY**

**FUNCTION 100 – ACCESS AND PRIVACY**

Records relating to access requests and enforcement of *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Personal Information Protection and Electronic Documents Act*.

<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>ITM30-101</td>
<td>Case Files – Access Files generated through requests to access University Records. See EAG40-101 for access contracts.</td>
<td>Head of Access and Privacy</td>
<td>SO + 7 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>
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<tr>
<td>(Old #: ITM30-100-10)</td>
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<tr>
<td>ITM30-102</td>
<td>Interpretations and Rulings Interpretations and rulings by the Information and Privacy Commissioner that are relevant to the University.</td>
<td>Head of Access and Privacy</td>
<td>Permanent</td>
<td>Retained permanently by Head of Access and Privacy.</td>
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<td>(Old #: ITM30-100-20)</td>
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