STU 40

STUDENT VITAL STATISTICS

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012
URIMC Revised:
November 19, 2014
RIM Edits (consistency, typographical, updates, etc.):
October 19, 2012 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/
STU 40 STUDENT VITAL STATISTICS

FUNCTIONAL GROUPING DESCRIPTION

The function of managing the vital statistics related to students.

STU 40 includes all administrative records created to manage and execute the function of student vital statistics. All records that document the vital statistics of an individual student or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

STU 40 FUNCTIONS LIST

100 Student Vital Statistics 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SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.

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.

URIMC Approved: July 11, 2012
URIMC Revised: November 19, 2014
### STU 40 STUDENT VITAL STATISTICS

#### FUNCTION 100 – STUDENT VITAL STATISTICS MANAGEMENT

**FUNCTION DESCRIPTION**

The function of managing student vital statistics. Administrative and operational records that guide and facilitate the collection and amendment of student contact and identity information.

STU40-100 includes all administrative records created to manage and execute the function of student vital statistics. All records that document the vital statistics of an individual student or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

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<th>Series Number</th>
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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>
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