STU 50

STUDENT GRADUATION

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012
URIMC Revised:
November 19, 2014

RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012, October 19, 2012, October 1, 2015, 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/
STU 50 STUDENT GRADUATION

FUNCTIONAL GROUPING DESCRIPTION

The function associated with managing student requests and associated documentation for graduation.

STU 50 includes all administrative records created to manage and execute the function of student graduation. All records that document the graduation of an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

STU 50 FUNCTIONS LIST

100 Student Graduation Management
**STU 50 STUDENT GRADUATION**

**FUNCTION 100 – STUDENT GRADUATION MANAGEMENT**

**FUNCTION DESCRIPTION**

The function of processing student graduations. This includes processing applications and related requests and managing the official convocation list and program.

STU50-100 includes all administrative records created to manage and execute the function of student graduation as well as all lists and batches relating to students as well as all records that do not include a unique identifier (i.e., student number). All records that document the graduation of an individual student will be retained in the Student Cumulative Record (i.e., STU 01, STU 02).

<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>
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<td>STU50-100-10</td>
<td>Graduation Applications</td>
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<td>SO + 6 years</td>
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**SO** – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.

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