STU 50

STUDENT GRADUATION

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
July 11, 2012

URIMC Revised:
November 19, 2014; May 27, 2019

RIM Edits (consistency, typographical, updates, etc.):
September 10, 2012; October 19, 2012; October 1, 2015; November 15, 2016; 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 User Information

Abbreviations & Definitions
- COM – Communications
- 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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.
- STU – Students
- 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.
STU 50 STUDENT GRADUATION

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).

100 Student Graduation Management
# STU 50 STUDENT GRADUATION

## FUNCTION 100 – STUDENT GRADUATION MANAGEMENT

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 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>STU50-101</td>
<td>Graduation Management Records that facilitate the application process. See COM 20 for event content and logistics relating to convocation.</td>
<td>Registrar’s Office</td>
<td></td>
<td>SO + 6 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>
</tr>
<tr>
<td>STU50-102</td>
<td>Official Graduation Verification Includes Chancellor’s list of graduates, etc. See COM20-101 (OPR is University Secretariat for official copy of convocation programs).</td>
<td>Registrar’s Office</td>
<td></td>
<td>Permanent</td>
<td>Transfer to Archives by mutual agreement.</td>
</tr>
</tbody>
</table>

Last Action: May 27, 2019
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</tr>
</thead>
<tbody>
<tr>
<td>STU50-103</td>
<td>Other Requests</td>
<td>Registrar’s Office</td>
<td>Specialized Electronic System</td>
<td>SO + 6 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>
</tr>
<tr>
<td>(Old #: STU50-100-30)</td>
<td>Records facilitating requests for early release of parchment, duplicate diplomas, replacement diplomas, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STU50-104</td>
<td>Unit-Based Graduation Verification</td>
<td>Academic Units</td>
<td>Specialized Electronic System</td>
<td>1 year</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>
</tr>
</tbody>
</table>