STU 60

STUDENT RECRUITMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
September 23, 2013

URIMC Revised:
May 12, 2016; May 27, 2019

RIM Edits (consistency, typographical, updates, etc.): 
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 60 User Information

Abbreviations & Definitions
- Appropriate Enrolment Services Offices – includes Domestic Undergraduate Enrolment Services, UR International, and Centre for Continuing Education
- 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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 60 STUDENT RECRUITMENT

This function includes planning and activities related to recruiting and transitioning new students to the University.

100 Prospect Engagement

200 Prospect Information
**STU 60 STUDENT RECRUITMENT**

**FUNCTION 100 – PROSPECT ENGAGEMENT**

Student Recruitment records document the planning and execution of strategies designed to encourage potential students to enroll at the University. This includes records relating to promotional activities such as open houses, tours, information fairs and sessions and liaison with counselors as well as promotional materials and personal contact.

<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>STU60-101</td>
<td>Planning</td>
<td>Appropriate Enrolment Services Offices</td>
<td>Academic Units</td>
<td>5 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>(Old #: STU60-100-10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STU60-102</td>
<td>Promotional Materials, Marketing and Events</td>
<td>Appropriate Enrolment Services Offices</td>
<td>Academic Units</td>
<td>5 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>(Old #: STU60-100-20)</td>
<td></td>
<td>EZ Recruit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Includes presentations to students, parents and guidance counsellors, viewbooks, brochures, swag, events, tours and school visits.
- See STU60-104 for prospect contacts.
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</tr>
</thead>
<tbody>
<tr>
<td>STU60-103 (Old #: STU60-100-30)</td>
<td>Standing Promotional Material</td>
<td>SO</td>
<td>Specialized System</td>
<td>SO + 2 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>STU60-104 (Old #: STU60-100-40)</td>
<td>Prospect Contact</td>
<td>SO</td>
<td>Specialized System</td>
<td>Potential start date + 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>
<tr>
<td>STU60-105 (Old #: STU60-100-50)</td>
<td>Guidance Counsellor Information and Contact</td>
<td>SO</td>
<td>Specialized System</td>
<td>SO</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>
</tbody>
</table>
STU 60 STUDENT RECRUITMENT

FUNCTION 200 – PROSPECT INFORMATION

Student Recruitment acquires information from prospects at events and through contact initiated by the prospective student.

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</tr>
</thead>
<tbody>
<tr>
<td>STU60-201</td>
<td>Prospect Records</td>
<td>Appropriate Enrolment Services Offices</td>
<td>EZ Recruit</td>
<td>Potential start date + 2 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 #: STU60-200-10)</td>
<td>Includes inquiry cards filled out at recruiting events as well as e-inquiry cards (UR App) and student created accounts that are filled out on-line.</td>
<td>Academic Units</td>
<td></td>
<td></td>
<td></td>
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</tbody>
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