STU 70

STUDENT ADMISSIONS (UNDERGRADUATE)

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
September 23, 2013
URIMC Revised:
May 12, 2016
RIM Edits (consistency, typographical, updates, etc.):
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 70 STUDENT ADMISSIONS (UNDERGRADUATE)

FUNCTIONAL GROUPING DESCRIPTION

The function of admitting students into the University of Regina at the undergraduate level. Major activities associated with student admission relate to developing, managing and overseeing the technologies, methodologies and tools necessary to support the admission process and communicating with students involved in the process.

STU 70 includes all administrative records created to manage and execute the function of student admission. All records that document the admission activities of individual students or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (STU 01).

STU 70 FUNCTIONS LIST

100 Admissions – Undergraduate
**STU 70 STUDENT ADMISSIONS (UNDERGRADUATE)**

**FUNCTION 100 – ADMISSIONS – UNDERGRADUATE**

**FUNCTION DESCRIPTION**

Consists of records required to ensure completion of admission process as well as information of value to new students.

<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>
</tr>
</thead>
<tbody>
<tr>
<td>STU70-100-10</td>
<td>Admission Processing</td>
<td>Enrolment Services</td>
<td>Enrolment Services</td>
<td>SO + 3 years</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supporting documentation, generic communications with students and information relating to data entry required upon completion of the process.</td>
<td>Enrolment Services</td>
<td>Enrolment Services</td>
<td>SO + 3 years</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>STU70-100-20</td>
<td>Student Packages</td>
<td>Enrolment Services</td>
<td>Enrolment Services</td>
<td>10 years</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Various sets of information sheets for students.</td>
<td>Enrolment Services</td>
<td>Enrolment Services</td>
<td>10 years</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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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