STU 70

STUDENT ADMISSIONS

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; May 27, 2019

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
STU 70 User Information

Abbreviations & Definitions
- Appropriate Enrolment Services Offices – includes Domestic Undergraduate Enrolment Services, UR International, and Centre for Continuing Education
- FGSR – Faculty of Graduate Studies and Research
- 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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 70 STUDENT ADMISSIONS**

The function of admitting students into the University. 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 or STU 02).

100 Admissions (Undergraduate)

200 Admissions (Graduate)
## STU 70 STUDENT ADMISSIONS

### FUNCTION 100 – ADMISSIONS (UNDERGRADUATE)

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

See Tools 10 for policies, procedures, communication templates, forms and reports relating to Undergraduate Admissions.

<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>STU70-101</td>
<td><strong>Admission Processing</strong></td>
<td>Supporting documentation,</td>
<td>Appropriate Enrolment Services</td>
<td>SO + 3 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 #: STU70-100-10)</td>
<td>generic communications with students and information relating to data entry required upon completion of the process.</td>
<td>Enrolment Services Offices Academic Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STU70-102</td>
<td><strong>Student Packages</strong></td>
<td>Various sets of information</td>
<td>Appropriate Enrolment Services</td>
<td>10 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 #: STU70-100-20)</td>
<td>sheets for students.</td>
<td>Services Offices Academic Units</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**STU 70 STUDENT ADMISSIONS**

**FUNCTION 200 – ADMISSIONS (GRADUATE)**

Consists of records required to ensure completion of admission process.

*See Tools 10 for policies, procedures, communication templates, forms and reports relating to Graduate Admissions.*

<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>STU70-201</td>
<td><strong>Admission Processing</strong></td>
<td>Appropriate Enrolment Services Offices</td>
<td></td>
<td>Transfer to STU 02 when application received. If no application received, retain for 1 year.</td>
<td><strong>Send list of records that have met retention requirements to Archives.</strong> 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></td>
<td></td>
<td></td>
<td>Academic Units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STU70-202</td>
<td><strong>Fraudulent Applications</strong></td>
<td>FGSR</td>
<td>TBA</td>
<td></td>
<td><strong>Send list of records that have met retention requirements to Archives.</strong> 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>

Last Action: May 27, 2019