STU 90

STUDENT SUPPORT AND DEVELOPMENT

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
May 12, 2016

URIMC Revised:
May 24, 2017; May 27, 2019

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

**Abbreviations & Definitions**
- 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- SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body).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 90 STUDENT SUPPORT AND DEVELOPMENT

The University provides personalized guidance and support to students in achieving their university, professional development and life goals. Major activities include tutoring and academic recovery, learning skills, workshops and programs such as service and leadership programs and UR Guarantee. Records include workshop materials, presentations, spreadsheets, databases, student contracts and administrative records relating to the various programs and initiatives.

STU 90 includes all administrative and operational records created to manage and execute student support and development programs. All records that relate to an individual student 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 Academic Support (Undergraduate)
200 Student Fulfillment (Undergraduate)
300 Academic Advising (Undergraduate)
400 Professional Development (Graduate)
### STU 90 STUDENT SUPPORT AND DEVELOPMENT

#### FUNCTION 100 – ACADEMIC SUPPORT (UNDERGRADUATE)

Consists of records relating to activities and programs designed to enhance learning skills and assist students who have encountered academic difficulties.

STU90-100 includes all administrative and operational records created to manage and execute the academic support function. All records that relate to an individual student or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (STU 01).

<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>STU90-101</td>
<td><strong>Academic Recovery Program</strong></td>
<td>Student Success Centre</td>
<td>Banner</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 #: STU90-100-10)</td>
<td>Includes workshop materials and course syllabi.</td>
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</tr>
<tr>
<td>STU90-102</td>
<td><strong>Workshops</strong></td>
<td>Various</td>
<td>Banner UR Courses</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 #: STU90-100-20)</td>
<td>Includes workshop materials, course lists and surveys.</td>
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<tr>
<td>STU90-103</td>
<td>Learning Skills</td>
<td>Student Success Centre</td>
<td>Banner Access Database</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>
<tr>
<td>(Old #: STU90-100-30)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>STU90-104</td>
<td>Tutoring</td>
<td>Student Success Centre</td>
<td>WCONLINE OBCD Database</td>
<td>End of term + 4 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 #: STU90-100-40)</td>
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## STU 90 STUDENT SUPPORT AND DEVELOPMENT

### FUNCTION 200 – STUDENT FULFILLMENT (UNDERGRADUATE)

Consists of records relating to activities and programs designed to enhance leadership skills and self-confidence.

STU90-200 includes all administrative and operational records created to manage and execute the student fulfillment function. All records that relate to an individual student or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (STU 01).

<table>
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</table>
| STU90-201 (Old #: STU90-200-10) | Service and Leadership Programs  
Includes Ambassador program records such as workshop materials and requests for ambassadors, records for other volunteers, etc. | Student Success Centre | Access Database | End of term + 4 years | 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. |
| STU90-202 (Old #: STU90-200-20) | UR Guarantee  
Includes planning records and workshop materials. | Student Success Centre | Banner UR Courses  
Access Database | End of term + 4 years | 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. |
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</table>
| STU90-203 (Old #: STU90-200-30) | Event Management  
Includes planning records. | Student Success Centre | | End of term + 4 years | 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. |
| STU90-204 (Old #: STU90-200-40) | Event Participation  
Records relating to student involvement events, list of attendees, etc. | Student Success Centre | | 1 year | 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. |
STU 90 STUDENT SUPPORT AND DEVELOPMENT

FUNCTION 300 – ACADEMIC ADVISING (UNDERGRADUATE)

Consists of records that document the requirements and procedures that students should be aware of when planning their programs.

STU90-300 includes all administrative and operational records created to manage and execute the academic support function. All records that relate to an individual student or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (STU 01).

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>STU90-301 (Old # STU90-300-10)</td>
<td>Academic Advising</td>
<td>Student Success Centre</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>
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<tr>
<td></td>
<td>Includes program planning handouts, communication templates, and advising materials.</td>
<td>Academic Units</td>
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</table>
**STU 90 STUDENT SUPPORT AND DEVELOPMENT**

**FUNCTION 400 – PROFESSIONAL DEVELOPMENT (GRADUATE)**

Consists of records relating to professional development programs for graduate students.

STU90-400 includes all administrative and operational records created to manage and execute the professional development function. All records that relate to an individual student or that in any other way are identified with an individual student will be retained in the Student Cumulative Record (STU 02).

<table>
<thead>
<tr>
<th>Series Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>STU90-401</td>
<td><strong>Professional Development Programs</strong>&lt;br&gt;Includes workshop records as well as related information of use to students.</td>
<td>Various</td>
<td>Specialized Electronic 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>
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