What is a records schedule?

- A records schedule is a tool that guides the management of university records throughout their lifecycle. The schedules under development at the University are function-based, which means that they will continue to be applicable even when units re-structure and staff members change.

- University of Regina records schedules have four main components:
  1. a classification system that promotes consistent filing and effective information sharing and retrieval.
  2. descriptions of the records series included in the schedule.
  3. information about which University units have primary responsibility for maintaining the official copies of the records that are identified in the schedule.
  4. approved retention periods to advise University units when materials can be transferred to Archives & Special Collections or, in some cases, securely destroyed. The retention periods are based on the University's legal, financial, and administrative requirements. The schedules distinguish between required retention periods for official records and retentions applicable to copies of official records.

- The University Records and Information Management Committee is responsible for final review and approval of records schedules. The membership of this group is defined by the University’s Records and Information Management Policy.