Designated Records Officers

In accordance with the University of Regina’s Records and Information Management Policy, Designated Records Officers (DROs) have two main roles:

1. Provide leadership and support to record creators and keepers in their faculty/office in the area of records and information management. Key activities associated with this role include:
   - Serving as a front-line responder in their areas for questions about records and information management at the University.
   - Supporting appropriate records classification and disposition in their areas.

2. Liaise with Archives & Special Collections faculty and staff on the development, implementation and enforcement of approved procedures and guidelines. Key activities associated with this role include:
   - Identification of issues, opportunities and training needs in their areas.
   - Identification of issues or required amendments to approved records schedules.
   - Tracking their area’s interpretation in cases where related schedules define “Office of Primary Responsibility” as “Various.”
   - Tracking their area’s interpretation in cases where related schedules define retention periods as “Superseded or Obsolete.”
   - Coordinating disposal requests for signature by the respective Dean/Director/Administrative Head.

Designated Records Officers are appointed by the Dean or Head of their Unit via submission of a “Designation of Designated Records Officer” form to Archives & Special Collections.