



# University of Saskatchewan Retention and Disposition Schedules

## General Administrative, Program and Subject Files

**Record Schedule Number:** 2023-002

**Office of Primary Responsibility:** All university units

**LEGAL HOLD:** If there is litigation or threatened litigation, all potentially relevant records must be preserved until the hold is released on the authority of the Vice-President (Finance and Resources).

This schedule covers records created or received and used by academic and administrative university units in support of their programs, functions, activities and operations. This is a default schedule covering all administrative/program files not scheduled under a more specific records schedule.

Before using this schedule, units should determine whether or not a more specific records schedule applies. A more specific schedule may need to be approved in cases where there are legal or regulatory retention requirements, or if it is determined that the records in question do not appropriately fit the scope of this schedule.

Records in this series may include:

- Correspondence and memoranda
- Meeting minutes
- Reports and working papers
- Project documentation
- Policies and procedures
- Budget material
- Publications and ephemera
- Photographs, video, audio, etc.

Record	Retention	Disposition
General Administrative, Program and Subject Files	File closed + 7 years	Contact Archives to determine selective retention requirements (archival appraisal)

**Retention rationale:**

An initial 7-year retention period will cover records relevant to documenting financial transactions, as mandated in separate schedules, and provide a short period for ongoing operational reference use. University Archives retains selected records from all university units to document their programs and activities. Ultimately, these records support historical research and help to inform ongoing planning and administrative decisions.

**Functions:**

- Administration

**Data classification:** variable

**Approval Date:** 6 September 2023