

## Information about the audio file

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### Introduction

Welcome to this audio podcast from the Archives and Records Management Department of Simon Fraser University.

[music of SFU Pipe Band playing bagpipes during the 1969 SFU Convocation ceremony]

The purpose of this podcast is to answer frequently asked questions from records creators around the university about records management. Every employee of the University is responsible for creating records in the course of their work, and we want to answer your questions quickly so that you know all you need to know to create great records that can be used today, tomorrow, and maybe even 50 years in the future.

[music ends]

### Episode Introduction

This is episode two: how to read an RRSDA - the quick version

In this episode we will look at each section of the RRSDA and talk about the information it contains.

If you need more information about any section, please listen to the long version.

RRSDAs, or more simply, **retention schedules**, are policy documents about a specific types of record.

On the very top of the retention schedule you have the basic information section. This includes the **number** of the retention schedule as well as the **record series name**, which is like a title. The record series is the name of the group of records that the retention schedule is describing.



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Also in the basic information section of the retention schedule is the statement of who is the **OPR**. OPR stands for Office of Primary Responsibility. This is where you find out if your department is the office that has the official and authoritative version of this type of record for the entire university.

*If you have questions about OPR, please listen to the long version.*

So, the main questions that you want to ask yourself when you're looking at the basic information section are:

- Is this the right number or does this retention schedule have a title that makes sense for the type of record that I'm looking at? and
- Is my department the OPR for this type of record?

If not, keep on looking because this is not the retention schedule that you were looking for.

The second section of the retention schedule is the **retention period section**.

This is the table near the top of the retention schedule. This is where you'll find information about all the retention periods for the record of this series, including the active retention period, the semiactive retention period, the total retention period, and the final disposition.

The active retention period tells you how long you should keep this type of record in your office. The active retention period is expressed as CY or CS plus some amount of years or terms. CY refers to the year that you stop adding records to that file.

If you have questions about when to close a file, please listen to the long version.

And then you have the semi active period.

If there is a semiactive period for your group of records, that means that you can box of the paper records and send them for storage at the University Record Centre. The semi active period tells you how long those records will be kept in the University records Center. Your department can retrieve those records anytime they like during that semiactive period.

The total retention is the total amount of time that your department should retain the records, whether they're in your office, whether they're stored on a shared drive or stored on back up, or whether they're stored in the university record center. When the total retention period has been reached, your department should no longer have those records.

That brings us to the last part of the retention section of the retention schedule. Final disposition. Final disposition tells you whether those records should be transferred to

the archives, permanently deleted, or confidentially destroyed if they are paper records. If the final disposition column says selective retention or full retention, that means that those records need to be sent to the archives. If they are paper records, the archives will take care of the transfer procedure – all you have to do is send them to the University record center, and we will take care of transferring the records to the archives when the total retention has been reached.

If your records are digital, AND the final disposition column says selective retention or full retention, then contact us about how to transfer your records to the digital archives.

And finally if the final disposition column says destruction, that means that the paper records will be confidentially destroyed – either by you or by us in the University Records Centre – and that your digital records need to be permanently deleted when the total retention has been reached.

The third section of the retention schedule is the **description of the record series**. In this section, we captured some basics about this type of Record, what purpose it serves, and how it gets created at the University. You'll often find cross references to other related retention schedules that may be applicable.

In the fourth section we have a **list of the authorities**. The authorities are the laws, policies, regulations, or other rules that need to be followed for this type of record.

The fifth section is called the **retention rationale**. This section is a brief explanation of how the total retention period was determined and what laws and regulations apply.

Lastly the **retention and filing guidelines section**.

This section often contain helpful tips on how to organize records of this type so that it is easier to either pull the records and send them to the University Records Center, or to identify them for deletion if they're electronic, or to identify when it's time to transfer them to the digital repository for permanent preservation.

And that covers all the sections of retention schedule including the basic introductory section, the retention period section, the description of the records section, the authorities section, the retention rationale, and the retention and filing guidelines section.

## Credits

[music of SFU Pipe Band playing bagpipes during the 1969 SFU Convocation ceremony]

That brings us to the end of this podcast on how to read an RRSDA.

This podcast has been brought to you from the Archives and Records Management Department of Simon Fraser University.

[music ends]

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### **Archival audio clip**

[woodpecker noise. Rapping noise.]

Speaker: Male voice

Production date: 1969

Production location: Simon Fraser University

This is nuclear music, produced by taping signals from the nuclei in molecules and liquids which was recorded for the first time in Canada by a team of scientists at Simon Fraser University in Burnaby, British Columbia: The university of today and for tomorrow.