

EX1400 ADMINISTRATION OF NOMINATION AND APPOINTMENT TO GOVERNING BODIES

Records documenting the provision of administrative support to the nominating committees for the Senate and Board of Trustees of the University.

Includes organization of nominations; voting procedures including provisions for online voting; the nominating and submissions process; and all supporting activities provided to the decision-making bodies. Includes the nominating committees of the Board of Trustees and the Senate and to the nomination processes for all related standing committees and subcommittees.

Also includes the orientation of new members.

Example documents: correspondence.

University Records exist in both physical and electronic formats, such as paper, email or data in a database. Paper records may or may not contain information that is duplicated in an electronic system. For technical reasons the retention assigned to the electronic records may be different from the retention of physical records.

OPR - Secretary of the University

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
30	Administration of Nominating Process to Governing Bodies <i>Records documenting the process of nomination to governing bodies at the University, including Board of Trustees, Senate and University Council.</i> <i>ET Definition: Nomination process completed.</i> <i>Disposition Plans: Records relating to unsuccessful candidates will be destroyed one year after successful candidate accepts position. Records of successful candidates transferred to archives at the end of the four-year retention period.</i>	ET + 2	2	DP/AR	PIB
31	Elections to Governing Bodies <i>Records documenting the election process to governing bodies at the University, including the Board of Trustees, Senate and University Council.</i> <i>ET Definition: Elections complete, and any appeal resolved.</i> <i>Disposition Plans: Destroy ballots one year after completion of election or appeal; keep vote count for full retention period, then transfer to archives.</i>	ET + 2	2	DP/AR	PIB

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
32	Orientation for New Members of Governing Bodies	ET + 1	0	AR	YES
	<i>Records consist of material, including the handbook for orientation of new members to governing bodies.</i>				
	<i>ET Definition: New orientation material created, or significant changes to current material made.</i>				
33	Selection of Members for Standing and Sub-committees of Governing Bodies	ET + 1	0	D	PIB
	<i>Records document the establishment of the committees of Board of Trustees, Senate and University Council.</i>				
	<i>ET Definition: Selection decisions made, and candidates accept the positions.</i>				

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EX1400 was approved on 13/11/2014.