

EX1500 BOARD OF TRUSTEES

Records documenting the participation in the governance of overall operations of the University by the Board of Trustees.

Includes the documentation of the work of the Board of Trustees, its standing committees, subcommittees and task forces. Also includes the Board "retreats".

Also includes the selection and appointment of a Principal for the University.

Example documents: minutes, agenda, 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
10	Board of Trustees Minutes	ET + 5	0	DP/AR	YES
<i>ET Definition: Minutes approved.</i>					
<i>Disposition Plans: Official minutes (including closed session minutes) to be transferred to the Archives at the end of the retention. Duplicates of the deliberations, on any media (including recorded), that are used for preparing the minutes, to be destroyed when the minutes are approved. All other copies (including the ones distributed to Board of Trustees members) are considered duplicate and should be destroyed when no longer needed. Duplicate records should not be retained longer than official records.</i>					
11	Board of Trustees Committee Minutes	ET + 5	0	DP/AR	YES
<i>Records consist of minutes of Board of Trustees standing committees, subcommittees, ad hoc committees, task forces and work groups.</i>					
<i>ET Definition: Minutes approved.</i>					
<i>Disposition Plans: Official minutes to be transferred to the Archives at the end of the retention. All other copies (including the ones distributed to Board of Trustees committee members) are considered duplicate and should be destroyed when no longer needed. Duplicate records should not be retained longer than official records.</i>					

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

EX1500 was approved on 13/11/2014.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
12	Appointment of Principal	ET + 1	10	DP/AR	YES

Records document the pre-selection, the selection, approval and appointment processes for Principals of the University. Also includes the preliminary call for comments and proposals from the community, selections and hiring of external consultants, submission to the Board of Trustees for approval.

ET Definition: Principal appointed and accepts the position.

Disposition Plans: Material relating to shortlisted candidates, and the successful candidate transferred to Archives at the end of the retention period. Destroy all other material and duplicate material that are distributed to committee members one year after event trigger.

Different access restrictions may be applied to different records when they come to the University Archives. Closed Board of Trustee meeting agendas and minutes will remain closed to the public until they are forty years old.

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