

EX2100 SENATE - ACADEMIC GOVERNANCE

Records documenting the academic governance functions of the University Senate and its committees and subcommittees.

Includes the administration of the agenda and minutes of the Senate and its committees and subcommittees. Also includes selection of honorary degree recipients

Not used for Board/Senate retreat documentation. See EX1500.

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	Senate Official 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 Senate members) are considered duplicate and should be destroyed when no longer needed. Duplicate records should not be retained longer than official records.</i>					
11	Senate Committee Minutes	ET + 5	0	DP/AR	YES
<i>Records consist of minutes of Senate 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 Senate 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

EX2100 was approved on 13/11/2014.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
12	Selection of Honorary Degree Recipients	ET + 5	0	DP/AR	YES

Records documenting the administration, nomination and selection process for awarding honorary degrees.

ET Definition: Award recipients selected.

Disposition Plans: At the end of the retention, minutes and agenda of the Honorary Degrees Committee and the official lists of recipients (with citations) to be transferred to Archives. Records of the unsuccessful candidates and all other material to be destroyed.

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

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