

EX2200 UNIVERSITY COUNCIL

Records documenting the activities of University Council, University Council Executive Committee and its other committees.

Includes the deliberations and preparations of minutes of University Council, University Council Executive Committee and its other committees. Also includes the Elections and Appointments to the Council, Election of Trustees by the Council, Appointment of the Chancellor, the establishment of the University Council By-laws and the review and selection of recipients for Distinguished Service Awards.

Example documents: agendas, minutes, reports, recommendations, by-laws, list of Distinguished Service Awards nomination recipients.

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	University Council Minutes	ET + 5	0	DP/AR	YES

Records documenting the deliberations of University Council.

ET Definition: Minutes Approved.

Disposition Plans: Official minutes, by-laws to be transferred to the Archives at the end of the retention. All other copies (including the ones distributed to University Council members) are considered duplicate and should be destroyed when no longer needed. Duplicate records should not be retained longer than official records.

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

EX2200 was approved on 13/11/2014.

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
11	University Council Committee Minutes	ET + 5	0	DP/AR	YES
	<p><i>Records documenting the deliberations of University Council Executive Committee and other committees.</i></p> <p><i>ET Definition: Minutes Approved.</i></p> <p><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 University Council committee members) are considered duplicate and should be destroyed when no longer needed. Duplicate records should not be retained longer than official records.</i></p>				
30	Selection for Distinguished Service Awards	ET + 1	6	DP/AR	PIB
	<p><i>Records documenting the nomination and selection of recipients for Distinguished Service Awards.</i></p> <p><i>ET Definition: Award recipient selected.</i></p> <p><i>Disposition Plans: Nomination form and support letters will be given to the Distinguished Service Award recipients after the awards presentation. At the end of the retention, official lists of recipients with citations to be transferred to Archives. Records of nominations and all other material to be destroyed.</i></p>				
31	Selection of University Chancellor	ET + 1	0	DP/AR	PIB
	<p><i>Records documenting the selection and appointment of the University Chancellor. Include information relating to both appointed candidate and those not appointed.</i></p> <p><i>ET Definition: University Chancellor appointed.</i></p> <p><i>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.</i></p>				

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