AD30 – Administrative Committees

Records of committees supporting University administration.

Content & Scope
Numerous University-level and departmental committees, ad hoc committees and task forces support the operations of the University. Similarly, many University initiatives operate with the assistance of advisory boards and councils.

This records class excludes records of the Board of Governors and Senate as well as their committees and councils, faculty councils and their committees, committees constituted by law or government agency, and committees whose primary function is adjudicative (i.e., to make evaluations and/or decisions about individuals regarding such matters as job competitions, promotions, awards, honours, academic standing, etc.).

The records include: committee constitutions and terms of reference; records of elections and/or nominations of committee members; meeting agendas, minutes, presentations and reports; correspondence and other records supporting the committee’s activities maintained by committee chairs and secretaries.

Related Records
• For Board of Governors and Senate records, see the records classes in the Governance (GV) function.
• For records of faculty councils and their committees see AD37 – Faculty Councils & Committees.
• For the records of committees required by law or government agency and of committees with a primarily adjudicative function, see the appropriate records class in the function which the records support (e.g., records of hiring and search committees will be found in the Human Resources (HR) function).
• Note: if uncertain where to class the records of a particular committee, please consult the University Records Manager.

Responsible Unit
Units responsible for particular committees.

Information Steward
• University Secretary: records of University-level committees, advisory boards and councils, unless another steward is specified in the terms of reference or other constituting documents.
• Faculty dean: records of administrative committees, councils, and advisory boards of the faculty and its academic departments/schools.
• All other administrative committees: the relevant information steward for the functional area of administration (consult the directory of information stewards for more information).
**Information Confidentiality Classification**

- **Public:** committee constitutions and terms of reference; minutes of the open sessions of committee meetings; communications and reports intended for public release.
- **Restricted:** records of closed/in camera sessions of meetings.
- **Confidential:** all other records.

**Retention**

- Constitutions and terms of reference; supporting records maintained by chairs and secretaries: until superseded or obsolete.
- Meeting agendas, minutes, presentations and reports: minimum of 7 years and no more than 20 years (units must document the specific retention period within this range that they are using for their records).
- Election & nomination records: 1 year after election or nomination process is complete.

**Disposition**

- Election & nomination records; supporting records maintained by chairs and secretaries: Secure Destruction.
- All other records: Archives Selection.
  - Records which are not selected for the University archives should be destroyed at the end of their retention period. All confidential – including restricted and highly restricted – records must be securely destroyed.

**Archival Records**

- University-level committees, advisory boards and councils, and academic department or school meetings: constitutions and terms of reference, agendas, minutes, and reports are of long-term historical value to the University.
- All other administrative committees: Please contact the University Records Manager for further assistance with these records at the end of their retention period. Records of long-term historical value to the University will be selected by the Library Special Collections & Archives department.

**Authority**

*Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Reg. 460: 5. (1)*

**Retention Rationale**

The retention period is based on operational use. Election & nomination records will include the personal information of individuals: *Freedom of Information and Protection of Privacy Act, R.R.O. 1990, Reg. 460: 5. (1): Personal information that has been used by an institution shall be retained by the institution for at least one year after use unless the individual to whom the information relates consents to its earlier disposal.*

Some of these records have long-term historical value.

**Approval Date**

3 April 2018
Previous Version
19 December 2011