GV25 – Board of Governors

Records of the University's Board of Governors.

*This records class contains Personal Information Banks.*

Content & Scope

The role and powers of the Board of Governors are defined in the *University of Waterloo Act*, 1972. They include: overall governance of the University; control of its property and revenues, and the conduct of its business and affairs (other than in areas of responsibility assigned to the Senate); appointing the President and other University officers and employees; regulating the conduct of students, faculty, staff, and visitors; establishing and delegating responsibility to committees; and, enacting by-laws and regulations for the conduct of its affairs.

The records include: by-laws; records of the election and appointment of members of the Board; a register of all past and current Board members; meeting agendas, minutes, presentations and reports; correspondence and other records supporting the Board’s activities maintained by the Board chair and secretary.

Media

The official record of Board of Governors minutes is paper. An electronic copy is made for the convenience of the staff of the Secretariat and for posting those parts of the record which are open to the public on the University's web site.

Related Records

For the records of Board of Governors committees, see GV30 – Board of Governors Committees.

Responsible Unit

Secretariat.

Information Steward

University Secretary.

Privacy Classification

- **Public**: by-laws; minutes of the open sessions of meetings; communications and reports intended for public release.
- **Restricted**: register of Board members; records of closed/in camera sessions of meetings.
- **Confidential**: all other records.

Retention

- Register of Board members: Permanent.
- By-laws; meeting agendas, minutes, presentations and reports: Permanent; transfer to Library Special Collections & Archives department after 20 years.
- Election & nomination records: 1 year after election or nomination process is complete.
- Supporting records maintained by chair and secretary: until superseded or obsolete.

Disposition
- Election & nomination records; supporting records maintained by chair and secretary: Secure Destruction.
- All other records: Permanent or Archives. Board of Governors minutes are permanent University records, but they may be transferred to the Library Special Collections & Archives department to facilitate preservation and access.

Archival Records
By-laws; meeting agendas, minutes, presentations, reports, and supporting records maintained by chair: transfer to Library Special Collections & Archives department.

Authority
- *University of Waterloo Act*, 1972
- Income Tax Regulations, 5800 (1)
- *Corporations Act (Ontario)*, s. 300

Retention Rationale
- The Income Tax Regulations, 5800 (1) specify that the minutes of meetings of the directors of a corporation or a registered charity be retained until 2 years after the corporation/charity is dissolved.
- The *Corporations Act (Ontario)* s. 300 (4) specifies that a corporation should keep: "A register of directors in which are set out the names and addresses of all persons who are or have been directors of the corporation with the several dates on which each became or ceased to be a director." This statute also requires that the minutes of meetings of the directors of a corporation be preserved.
- The *Freedom of Information and Protection of Privacy Act*, R.R.O. 1990, Reg. 460: 5. (1) specifies that “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.”
- Most of these records have long-term historical value.

Other Units with Copies
- Board members, University vice-presidents.
- Other units may have copies of portions of the records which are open to the public.

Retention of Copies
Copies of records may be kept until the end of a Board member's term of office or for 6 years, whichever comes first.
Disposition of Copies
   Secure Destruction.

Personal Information Banks
   Register of Board members with their contact information.

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   3 April 2018

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   17 February 2010