GV30 – Board of Governors Committees

Records of the standing and ad hoc committees and subcommittees of the Board of Governors.

Content & Scope
The Board of Governors establishes committees as it sees fit to make recommendations on various matters. The following are current board committees: Board Executive Committee, Audit & Risk Committee, Building & Properties Committee, Finance & Investment Committee, Pension & Benefits Committee, Governance Committee, and Signing Committee.

The records include: terms of reference and other constituting documents; records of the election and appointment of committee members; meeting agendas, minutes, presentations and reports; correspondence and other records supporting the committee’s activities maintained by committee chairs and secretaries.

Media
The official record of committee meeting 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.

Responsible Unit
Secretariat

Information Steward
University Secretary

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

Retention
- Terms of reference and other constituting documents; supporting records maintained by chairs and secretaries: until superseded or obsolete.
- Meeting agendas, minutes, presentations and reports: 20 years.
- Election & nomination records: 1 year after election or nomination process is complete.

Disposition
Archives Selection.
Archival Records

- Terms of reference and constituting documents; meeting agendas, minutes, presentations and reports: transfer to Library Special Collections & Archives department.
- Securely destroy all other records at the end of their retention period.

Authority

- University of Waterloo Act, 1972

Retention Rationale

- The retention period is based on operational use.
- Election & nomination records: 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.

Other Units with Copies

- Committee members and resource persons to the committee.
- Other units may have copies of portions of the records which are open to the public.

Retention of Copies

Copies of the full record may be retained until the end of a committee member's or resource person's term of office or for 6 years, whichever comes first.

Disposition of Copies

Secure Destruction.

Approval Date

3 April 2018

Previous Version

17 February 2010