Governance (GV) Records Classification & Retention Schedule
Records relating to the operation of the University’s governing bodies

GV55 – Senate

Records of the University's Senate.

Content & Scope
Senate is responsible for the academic mission of the University, including curriculum, program development, and academic standards. The structure and powers of the present Senate are spelled out in the University of Waterloo Act, 1972, and include the power to enact by-laws and establish committees and councils.

The records include: by-laws; records of the nomination and election of members of Senate; meeting agendas, minutes, presentations and reports; correspondence and other records supporting Senate’s activities maintained by the Senate chair and secretary.

Media
The official record of Senate 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 website.

Related Records
For the records of Senate committees and councils, see GV60 – Senate Committees and Councils.

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**: records of closed/in camera sessions of meetings.
- **Confidential**: all other records.

Retention
- By-laws; supporting records maintained by chair and secretary: until superseded or obsolete.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

- By-laws, 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

- Senate members.
- Other units may have copies of portions of the records which are open to the public.

Retention of Copies

Copies of records may be retained until the end of a Senate member’s term of office or for 6 years, whichever comes first.

Disposition of Copies

Secure Destruction.

Approval Date

3 April 2018

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