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

GV60 – Senate Committees and Councils

Records of the standing and ad hoc committees, sub-committees, and councils of Senate.

Content & Scope
Senate establishes committees and councils as it sees fit to make recommendations on various matters and to exercise its powers. The following current Senate committees and councils are included in this records class: Senate Executive Committee, Senate Finance Committee, Senate Long Range Planning Committee, Senate Graduate & Research Council, Senate Undergraduate Council and Senate Nominating Committee for Honorary Degrees.

This records class excludes records of the University Committee on Student Appeals.

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

Media
The official record of committee and council 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.

Related Records
For the records of the University Committee on Student Appeals, see ST80 – Student Appeals Case Files.

Responsible Unit
Secretariat

Information Steward
University Secretary

Information Confidentiality Classification
- **Public**: 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
- Terms of reference and other constituting documents; supporting records maintained by chairs and secretaries: until superseded or obsolete.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.
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
Terms of reference and constituting documents; meeting agendas, minutes, presentations and reports: transfer to Library Special Collections & Archives department.

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/council members and resource persons to the committees/councils.
- 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 the term of office of a committee/council member or resource person or for 6 years, whichever comes first.

Disposition of Copies
Secure Destruction.

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3 April 2018

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17 February 2010