

## MOUNT ALLISON UNIVERSITY. SENATE

### Senate records

Record series is comprised of the official record of Senate meetings. Records include original agendas, minutes, reports, proposals, memoranda, correspondence, and background papers.

### Senate committee records

Record series is comprised of Senate committee official annual reports and official minutes (with relevant documents attached) that have been transferred to the Secretary of Senate annually as per section B(l) - General Regulations of *Guidelines and Terms of Reference for Senate and Faculty Council Standing Committees*.

Records document all deliberations of the Senate, including the passage of motions and resolutions and the approval of governing decisions. They cover both open sessions (available to all members of the University and the public) and closed (restricted to Senate members and associate members, typically concerning graduates and recipients of honorary degrees).

- Senate records should be filed chronologically by meeting date
- Senate committee records received by the Secretary annually should be filed alphabetically by committee name and then chronologically by meeting date within each committee

### Office of Primary Responsibility (OPR)

Secretary of Senate

### Retention Periods

Records	Active retention (in office)	Semi-Active	Total Retention	Final Disposition
OPR official records (paper files)	AY + 5 years	0	AY + 5 years	Transfer to Archives for permanent retention
OPR working papers*	AY + 5 years	0	AY + 5 years	Transfer to Archives for permanent retention
OPR unofficial records (paper and electronic files)	AY + 1 year	0	AY + 1 year	Destruction or Deletion
Non-OPR unofficial copies (paper and electronic)	AY or when no longer needed	0	AY or when no longer needed	Destruction or deletion

\* Includes notes taken at meetings, research/background information, etc.

**Key** AY = Academic Year (1 July - 30 June)

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### Senate Committee Records

Record series is comprised of records created and used to support the activities and deliberations of the various committees established by Senate. Includes standing and ad hoc committees. Records include minutes, agendas, correspondence, annual reports, supporting papers, etc.

- The records of each Committee should be filed chronologically by meeting date

### Office of Primary Responsibility (OPR)

Either the committee Chair or committee Secretary, as determined by the committee

### Retention Periods

Records	Active retention (in office)	Semi-Active retention (in storage)	Total Retention	Final Disposition
OPR annual reports; minutes with relevant documents (paper files)	AY	0	AY	Transfer to Secretary of Senate
OPR working papers*	AY	0	AY	Transfer to Secretary of Senate
OPR copies of annual reports; minutes with relevant documents (paper or electronic)	AY or until no longer needed for reference	0	AY or until no longer needed for reference	Destruction /Deletion
Non-OPR copies of committee records (paper or electronic) copies	While needed or until no longer a member of the committee	0	While needed or until no longer a member of the committee	Destruction /Deletion

\* Includes notes taken at meetings, research/background information, etc.

**Key** AY = Academic Year (1 July - 30 June)