



University of Saskatchewan Retention and Disposition Schedules

Records of Governing Bodies and Committees

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Introduction

Much of the administrative and academic decision-making at the university is performed by committees, councils, advisory boards and similar elective and appointive bodies. Committees may be struck by any campus unit at any time for any purpose. **Standing** committees are ongoing while **Ad Hoc** committees are struck for a single purpose, then disbanded once that goal has been achieved.

The U of S Records Retention and Disposition Schedule recognizes four types of committees: university governance bodies (Senate, Board of Governors, Council, General Academic Assembly, President's Executive Committee, and Deans' Council), college committees, departmental committees, and service/administrative committees.

With few exceptions, all committees have as officers a chair (usually responsible for preparing agendas and directing meetings) and a secretary responsible for recording the minutes of meetings and circulating them together with the attendant agendas, reports and other attachments. One office or officer usually is responsible for maintaining the official copy of these documents. As a rule this responsibility falls to the secretary of the committee or the office the secretary represents.

Committees often strike **subcommittees** to deal with specific portions of the committee's overall mandate and to report back to the main committee. Any reports, deliberations, recommendations or other documents generated by a subcommittee usually are forwarded to the main committee and become part of the official record, obviating the need for the subcommittee to retain its own records for an extended period. Exceptions occur and are dealt with individually.

As a publicly-funded body the University of Saskatchewan must abide by the provisions of the **Local Authority Freedom of Information and Protection of Privacy Act**. Under the **Act** the university must provide access to its records while protecting the privacy of individuals and organizations mentioned in them. *To facilitate this, confidential portions of committee records should be printed separately from the main body and be included as an attachment.* These private documents include all faculty and student actions, scholarship and award information and documents containing any combinations of student names, grades, and identity numbers.

For information or advice on the Act and how it affects the University, please contact the Access and Privacy Office (privacy.usask.ca).

Board of Governors

Record Schedule Number: 1996-01

Office of Primary Responsibility: University Secretary

This series documents the deliberations, decisions and recommendations of the Board of Governors. The composition of the Board is established by the University of Saskatchewan Act (1995). The University Secretary serves as Secretary; designated resource officers (vice-presidents and other senior administrators) also attend meetings and receive copies of minutes and agenda material.

Under the University of Saskatchewan Act (1995), the Board is responsible for overseeing and directing all matters respecting the management, administration and control of the University's property, revenues and financial affairs. As the ultimate decision-making body on campus, the Board's records are vital to the continued functioning of the University. They have significant and enduring fiscal, legal, administrative and archival value and are available at University Archives & Special Collections or the Office of the University Secretary.

There is no legal or administrative requirement for copies to be retained by any campus unit or officer beyond the time needed for the execution of current business or for reference purposes. **No copy should be included when unit records are transferred to Archives unless substantively annotated.**

Documents in this series, in printed or electronic form, may include:

- agendas
- reports
- approved minutes
- supporting material
- working papers

Record	Retention	Disposition
Secretary	1 year	Transfer official copy to Archives for permanent retention; retain reference copy in office until no longer required
Others	Until no longer required	Destroy

The minutes and agendas and other documents of the Board of Governors and its various committees and subcommittees are restricted for a period of ten years. Longer restriction periods may apply to records containing personal information, subject to the Freedom of Information and Protection of Privacy Policy.

* Members of the Board may retain their records until they leave the Board, or arrange for earlier destruction of those records. Resources Officers may retain their records until they are no longer in that role, and may choose to transfer their records to their successor.

Any Board members, including the chair, who feel that their notes or annotations contain important information may choose to provide those notes to the Secretary for inclusion in the official file.

Functions:

- Governance

Classification: 410 - Committee Records - Governance

Approval Date: 13 June 1996

Revision Date: 16 October 2015

Status: In force

Board Committees and Subcommittees

Record Schedule Number: 2015-01

Office of Primary Responsibility: University Secretary

This series documents the deliberations, decisions and recommendations of committees and subcommittees established by or reporting to the Board of Governors **not** duplicated in the records of the Board of Governors, and which do not have a separate retention schedule in force.

Under the University of Saskatchewan Act (1995), the Board has the authority to establish committees. Standing committees whose members are drawn from the Board are defined in the Board bylaws. Special committees include search and review committees for the President and other senior administrators; and other committees established by resolution of the Board, e.g. the Amati Committee.

Documents in this series, in printed or electronic form, may include agendas and minutes of meetings together with reports and other supporting material **not** found in the records of the Board of Governors.

Record	Retention	Disposition
Secretary	1 year	Transfer annually to Archives for permanent retention
Others	Until no longer required *	Destroy

The minutes and agendas and other documents of the Board of Governors and its various committees and subcommittees are restricted for a period of ten years. Longer restriction periods may apply to records containing personal information, subject to the Freedom of Information and Protection of Privacy Policy.

* Members of a committee may retain their records until they leave the Board, or arrange for earlier destruction of those records. Resources Officers may retain their records until they are no longer in that role, and may choose to transfer their records to their successor.

Any committee members, including the chair, who feel that their notes or annotations contain important information may choose to provide those notes to the Secretary for inclusion in the official file.

Functions:

- Governance

Classification: 410 - Committee Records - Governance
Approval Date: 16 October 2015
Status: In force

Ad hoc and Special Purpose College Committees

Record Schedule Number: 1996-07

Office of Primary Responsibility: Dean's Office

This series documents the deliberations, decisions and recommendations of ad hoc and special purpose committees.

These committees are composed of faculty, administrative and other employees of the College, as well as members external to the College having some particular expertise or interest in the subject.

Special purpose and ad hoc committees often are concerned with fund-raising activities, building projects, new academic programming, reunions and homecoming celebrations, or investigations into matters of an immediate and short-term nature.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

These committees frequently are ephemeral by definition and exist in a reporting relationship of some sort. Once their purpose is fulfilled and their reports presented, received and approved, the records may have little administrative, legal, or archival value, depending upon the committee's objective.

Record	Retention	Disposition
Official Copy	5 years	Transfer annually to Archives for selective retention
Chair	1 year	Destroy
Others	Current only	Destroy

Functions:

- Governance

Classification: 450 - Committee Records - College

Approval Date: 13 June 1996

Status: In force

College Standing Committees

Record Schedule Number: 1996-08

Office of Primary Responsibility: Dean's Office

This series documents the deliberations, decisions and recommendations of all College Standing Committees below the level of Faculty Committee.

These committees are composed of members of faculty, students, members external to the College (eg. an employee of Computing Services on a computer advisory committee) and certain college administrative or support staff.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

While colleges can and do create many committees, several standing committees are common, including:

- Academic Standards
- Admissions
- Budget Advisory
- Computer Advisory
- Curriculum
- Department Heads
- Graduate Studies and Research
- Library
- Nominations Committee
- Scholarship and Awards
- Undergraduate Affairs

The records of these committees invariably form part of the records of another body, usually the [Faculty Committee/Council](#). Consequently, while important to current business, few of these records have long-term significance.

Record	Retention	Disposition
Official Copy	5 years	Transfer annually to Archives for selective retention
Chair	2 years	Destroy
Others	Current only	Destroy

Functions:

- Governance

Classification: 450 - Committee Records - College

Approval Date: 13 June 1996

Status: In force

College Subcommittees

Record Schedule Number: 1996-09

Office of Primary Responsibility: Dean's Office

This series documents the deliberations, decisions and recommendations of the subcommittees of any standing, ad hoc, or special purpose committee.

These subcommittees may be composed of college faculty, administrative or support personnel or representatives of other colleges or units.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

Subcommittee records at this level have no value beyond the point at which reports are presented, received, and approved. While prudence dictates retaining the official copy for a short period of time, they should be destroyed once the need for purposes of reference and accountability has expired.

Record	Retention	Disposition
Official Copy	3 years	Destroy
Chair	1 year	Destroy
Others	1 year	Destroy

Functions:

- Governance

Classification: 450 - Committee Records - College

Approval Date: 13 June 1996

Status: In force

External Committees

Record Schedule Number: 1996-10

Office of Primary Responsibility: Does not apply

Other Colleges and Campus Units including University Governance Bodies:

This series documents the deliberations, decisions and recommendations of the committees of other University of Saskatchewan colleges, affiliated and federated colleges, and other campus units. Retain the current copy only, making it available to any college staff to whom it is relevant. **Destroy when superseded.**

External Organizations:

This series consists of the records a college receives owing to an association with non-University organizations. This may include government departments, professional bodies, etc.

Documents in this series may include:

- mission statement
- constitution
- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

Retention and disposition will vary depending upon the relationship between the college and the external organization. One copy of these records should be maintained in the Dean's Office for three to five years to ensure continuity.

This material may provide important insights into the activities of the college and its relationship with the outside world and the official copy should be transferred to the University Archives for selective retention. **All other copies should be destroyed.**

Functions:

- Governance

Classification: 450 - Committee Records - College

Approval Date: 13 June 1996

Status: In force

College Faculty Committee/Council

Record Schedule Number: 1996-11

Office of Primary Responsibility: Dean's Office

This series documents the deliberations, decisions and recommendations of the Faculty Committee/Council.

Faculty committees/councils, composed of all members of the college (usually of specific rank) together with representatives of the undergraduate and graduate student population, are concerned with all aspects of the college's academic policies, student actions (scholarships and awards, discipline, etc.) and related matters.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

These records reflect the development and implementation of the academic policies and procedures of the college. They are important sources of information both in the short- and long-term and contribute to the documentary heritage of the University. Their importance assures their availability in the Dean's Office and the Archives. There is no legal or administrative requirement for any other campus unit or officer to retain copies beyond the time needed for execution of current business or for reference purposes.

Record	Retention	Disposition
Official Copy	5 years	Transfer annually to Archives for permanent retention
Chair	3 years	Destroy
Others	2 years	Destroy

Functions:

- Governance

Classification: 450 - Committee Records - College
Approval Date: 13 June 1996
Status: In force

College Faculty Executive Committee

Record Schedule Number: 1996-12

Office of Primary Responsibility: Dean's Office

This series documents the deliberations, decisions and recommendations of the Faculty Executive Committee/Council composed of senior members of faculty (eg. Dean, Associate and Assistant Deans) and representatives of college departments or units.

The Executive acts on behalf of the Faculty between meetings, is usually responsible for meeting agendas, and submits recommendations based on reports of various Faculty Committees/Councils.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

These records are important for maintaining administrative continuity in a college and form part of its institutional memory. There is no legal or administrative requirement for any other campus unit or officer to retain copies beyond the time needed for execution of current business or for reference purposes.

Record	Retention	Disposition
Official Copy	5 years	Transfer annually to Archives for permanent retention
Chair	3 years	Destroy
Others	2 years	Destroy

To maintain confidentiality, destruction must be by pulping, shredding, or incineration.

Functions:

- Governance

Classification: 450 - Committee Records - College
Approval Date: 13 June 1996
Status: In force

Deans' Council

Record Schedule Number: 1996-13

Office of Primary Responsibility: Vice-President (Academic)

This series documents the deliberations, decisions, and recommendations of the Deans' Council.

In addition to vetting University policies prior to their transmission to the Board of Governors, the Deans' Council discusses a variety of academic and administrative issues and shares information on many topics affecting the institution.

The Council, chaired by the Vice-President (Academic), is composed of all Deans, Director of Libraries, the Registrar, and the Assistant Vice-President (Student Services), with the Assistant to the Vice-President (Academic) serving as secretary.

Documents in this series may include:

- agendas
- reports
- position/discussion papers
- approved minutes
- printed material
- attachments
- working papers

Record	Retention	Disposition
Official Copy	5 years	Transfer annually to Archives for permanent retention
Chair	2 years	Destroy unless substantively annotated
Others	1 year + most recent meeting	Destroy unless substantively annotated

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 13 June 1996

Status: In force

Departmental Faculty Committee/Council

Record Schedule Number: 1996-15

Office of Primary Responsibility: Department Office

This series documents the deliberations, decisions and recommendations of the Faculty Committee/Council.

Faculty committees/councils, composed of members of the department (usually of specific rank) together with representatives of the undergraduate and graduate student population, usually are concerned with all aspects of the college's academic policies, student actions (scholarships and awards, discipline, etc.) and related matters.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

These records reflect the development and implementation of the academic policies and procedures of a department and form a part of its institutional memory.

Record	Retention	Disposition
Official Copy	3 years	Transfer annually to Archives for selective retention
Chair	1 year	Destroy
Others	Current only	Destroy

To maintain confidentiality, destruction must be by shredding, pulping or incineration.

Functions:

- Governance

Classification: 470 - Committee Records - Department

Approval Date: 13 June 1996

Status: In force

Departmental Faculty Executive Committee/Council

Record Schedule Number: 1996-14

Office of Primary Responsibility: Department Office

This series documents the deliberations, decisions and recommendations of the Faculty Executive Committee/Council.

The committee is composed of senior members of the department faculty.

The Executive acts on behalf of the Faculty between meetings, is usually responsible for meeting agendas and submits recommendations based on reports of various [Faculty Committees/Councils](#).

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

These records are important for maintaining administrative continuity in a department and form a part of its institutional memory.

Record	Retention	Disposition
Official Copy	3 years	Transfer annually to Archives for selective retention
Chair	1 year	Destroy
Others	Current only	Destroy

To maintain confidentiality, destruction must be by shredding, pulping or incineration.

Functions:

- Governance

Classification: 470 - Committee Records - Department

Approval Date: 13 June 1996

Status: In force

Other Departmental Committees and Subcommittees

Record Schedule Number: 1996-16

Office of Primary Responsibility: Department Office

This series documents the deliberations, decisions and recommendations of any other committee or subcommittee struck by the department for any purpose.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

Because the deliberations and decisions of bodies at this level will be reflected in related records elsewhere (eg. [faculty committee/council](#)), these records should be maintained for a sufficient period of time to ensure administrative continuity and for reference purposes, and should be destroyed thereafter. Ad hoc and special purpose committee records should be retained only until the final version of their report or recommendation has been accepted by a senior body. **The records should then be destroyed.**

A register of departmental committees summarizing composition, mandate, reporting relationship, actions and dates of existence should be maintained for future reference and for transfer to Archives.

Record	Retention	Disposition
Department Office	5 years	Maintain summary data file for transfer to Archives
Other	1 year	Destroy

Functions:

- Governance

Classification: 470 - Committee Records - Department

Approval Date: 13 June 1996

Status: In force

General Academic Assembly

Record Schedule Number: 1996-17

Office of Primary Responsibility: University Secretary

This series documents the deliberations, decisions and recommendations of the General Academic Assembly.

The composition of the Assembly is established by the University of Saskatchewan Act (1995). The University Secretary serves as secretary to the Assembly while the President and his/her designate serve as Chair and Vice-Chair respectively.

The Assembly meets annually to hear the report of the President respecting the state of the University and any other matters that the President considers appropriate. Under the University of Saskatchewan Act (1995), special meetings may also be called. The Assembly may require the Council to reconsider its decision to authorize the Board to provide for, on academic grounds, the establishment or disestablishment of any college, department or institute or the affiliation or federation with any educational institution on the dissolution of any such affiliation or federation. The Assembly also has the power to vote to determine whether or not council be dissolved and elections for a new Council be held.

Documents in this series, in printed or electronic form, may include:

- agendas
- reports
- approved minutes
- notes of meetings that do not achieve quorum
- supporting material
- working papers

The records of the Assembly form part of the permanent documentary heritage of the university and are available at University Archives & Special Collections or the Office of the University Secretary.

There is no legal or administrative requirement for copies to be retained by any campus unit or officer beyond the time needed for the execution of current business or for reference purposes. **No copy should be included when unit records are transferred to Archives unless substantively annotated.**

Record	Retention	Disposition
Secretary	1 year	Transfer official copy to Archives for permanent retention; retain reference copy in office until no longer required

Record	Retention	Disposition
Others	Until no longer required	Destroy

Any members, including the chair, who feel that their notes or annotations contain important information may choose to provide those notes to the Secretary for inclusion in the official file.

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 13 June 1996

Revision Date: 16 October 2015

Status: In force

President's Executive Committee

Record Schedule Number: 1996-18

Office of Primary Responsibility: President

This series documents the deliberations, decisions and recommendations of PEC.

PEC is composed of the President, Vice-Presidents, Associate Vice-Presidents, Executive Director of Physical Plant, the University Secretary, the Controller, the Vice-Chair of Deans' Council, and the Advisor to the President on the Status of Women. The Director of Public Relations attends as an observer as does the President's Executive Assistant who serves as secretary.

Documents in this series may include:

- agendas
- reports
- approved minutes
- position/discussion papers
- printed material
- attachments
- working papers

Record	Retention	Disposition
Official Copy	5 years	Transfer annually to Archives for permanent retention
Others	1 year + most recent meeting	Destroy unless substantively annotated

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 13 June 1996

Status: In force

University Senate

Record Schedule Number: 1996-19

Office of Primary Responsibility: University Secretary

This series documents the deliberations, decisions and recommendations of the Senate.

The composition of the Senate is established by the University of Saskatchewan Act; the University Secretary serves as Secretary.

Under the University of Saskatchewan Act (1995), the Senate is responsible for recommendations regarding the establishment or disestablishment of any college, school, or department; appointing examiners for and making bylaws respecting the conduct of examinations for professional societies; the granting of honorary degrees, and non-academic student discipline. Senate also confirms certain decisions of Council and names two members to the Board of Governors.

Senate records form an integral part of the administrative memory and institutional heritage of the university and are available at University Archives & Special Collections or the Office of the University Secretary.

There is no legal or administrative requirement for copies to be retained by any campus unit or officer beyond the time needed for the execution of current business or for reference purposes. **No copy should be included when unit records are transferred to Archives unless substantively annotated.**

Documents in this series, in printed or electronic form, may include:

- agendas
- reports
- approved minutes
- supporting material
- working papers

Record	Retention	Disposition
Secretary	1 year	Transfer official copy to Archives for permanent retention; retain reference copy in office until no longer required
Others	Until no longer required	Destroy

Any members, including the chair, who feel that their notes or annotations contain important information may choose to provide those notes to the Secretary for inclusion in the official file.

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 13 June 1996

Revision Date: 16 October 2015

Status: In force

Senate Committees and Subcommittees

Record Schedule Number: 1996-20

Office of Primary Responsibility: University Secretary

This series is composed of records of committees and subcommittees struck by the Senate or reporting to it, including both standing and special committees.

Documents in this series may include agendas and minutes of meetings, together with reports and other supporting material **not** found in records of the University Senate.

Under the University of Saskatchewan Act (1995), the Senate has the authority to establish committees; standing committees are defined in the Senate bylaws.

Record	Retention	Disposition
Secretary	1 years	Transfer official copy to Archives for permanent retention; retain reference copy in office until no longer required
Others	Until no longer required	Destroy

Any members, including the chair, who feel that their notes or annotations contain important information may choose to provide those notes to the Secretary for inclusion in the official file.

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 13 June 1996

Revision Date: 16 October 2015

Status: In force

Student Discipline and Appeal Files

Record Schedule Number: 2018-002

Office of Primary Responsibility: University Secretary; colleges and schools

LEGAL HOLD: If there is litigation or threatened litigation, all potentially relevant records must be preserved until the hold is released on the authority of the Vice-President (Finance and Resources).

The records in this series document discipline and related processes governed by the following policies and procedures:

- Student Discipline Policy
- Standard of Student Conduct in Non-Academic Matters and Regulations and Procedures for Resolution of Complaints and Appeals
- Regulations on Student Academic Misconduct
- Student Appeals of Evaluation, Grading and Academic Standing Policy
- Procedures for Student Appeals in Academic Matters
- Guide to the Alternative Dispute Resolution Process

Under the University of Saskatchewan Act, University Council has responsibility for students' academic misconduct, while University Senate has responsibility for students' non-academic misconduct. Formal hearings relating to academic misconduct take place at the college level; appeals are managed by the University Secretary's Office. Formal hearings and appeals relating to non-academic misconduct are managed by the University Secretary's Office. Formal appeals in academic matters take place at the departmental or college level. The University Secretary's Office manages university-level academic appeals.

The University Secretary's Office compiles statistical information about college-level hearing decisions and informal resolutions of academic misconduct.

Documents in this series may include:

- Correspondence
- Reports
- Notes
- Legal briefs
- Evidence submitted

Records of alternative dispute resolution teams, hearing boards, and appeal boards archived by the University Secretary's Office will comprise the complaint, response, and decision.

See also schedule 1996-60 (Student Records), which covers faculty actions and related records included in student files. The current schedule is not intended to cover records filed in the Registrar's Office or attached to the student record.

(D = date of final disposition of hearing or appeal)

Record	Retention	Disposition
Non-Academic Misconduct – records of hearing boards, appeal boards, and alternative dispute resolution teams – University Secretary’s Office	D + 10 years	Transfer to Archives for permanent retention
Non-Academic Misconduct – University-wide summary/index of cases – University Secretary’s Office	Until superseded or obsolete	Transfer to Archives for permanent retention
College-Level Academic Misconduct – records of hearing boards	D + 10 years	Destroy
College-Level Academic Misconduct – Informal Resolution of Academic Misconduct forms	D + 5 years, or until the termination of the student’s program (whichever is longer)*	Destroy
University-Level Academic Misconduct – records of appeal boards (University Secretary’s Office)	D + 10 years	Transfer to Archives for selective retention; decisions resulting in suspension or expulsion to be retained permanently
Academic Misconduct – University-wide summary/index of cases and informal resolutions – University Secretary’s Office	Until superseded or obsolete	Transfer to Archives for permanent retention
College-Level Appeals in Academic Matters – records of hearing boards	D + 10 years	Destroy
University-Level Appeals in Academic Matters – records of appeal boards (University Secretary’s Office)	D + 10 years	Transfer to Archives for selective retention; decisions resulting in suspension or expulsion to be retained permanently

*See Regulations on Student Academic Misconduct

Access to this series is restricted, subject to the Freedom of Information and Protection of Privacy Policy, the Data Management Policy, and any provisions in the student discipline and appeal procedures.

Functions:

- Governance
- Student Records

Classification: 410 - Committee Records - Governance

Approval Date: 14 September 2018

Status: In force

University Council

Record Schedule Number: 1996-59

Office of Primary Responsibility: University Secretary

This series documents the deliberations, decisions and recommendations of the University Council **not** found in the records of the General Academic Assembly.

University Council is the University's primary academic body, whose membership is established by the University of Saskatchewan Act (1995). The University Secretary serves as secretary. The Chair is elected by Council.

Under The University of Saskatchewan Act (1995), Council is responsible for overseeing and directing the academic affairs of the University and has the authority to authorize the establishment or disestablishment of any college, department, or institute, and to provide for the University's affiliation or federation with any educational institution. Council also sets academic programs and standards for academic performance, determines enrollment quotas, and recommends to the President and the Board on budgetary matters and capital expenditures or any other matters that Council considers to be in the interests of the University.

Documents in this series, in printed or electronic form, may include:

- agendas
- reports
- approved minutes
- supporting material
- working papers

Council records form an important part of the documentary heritage of the university and are available at University Archives & Special Collections or the Office of the University Secretary.

There is no legal or administrative requirement for any other campus unit or officer to retain copies beyond the time needed for the execution of current business or for reference purposes. **No copy should be included when unit records are transferred to the Archives unless substantively annotated.**

Record	Retention	Disposition
Secretary	1 year	Transfer official copy to Archives for permanent retention; retain reference copy in office until no longer required
Others	Until no longer required	Destroy

Any members, including the chair, who feel that their notes or annotations contain important information may choose to provide those notes to the Secretary for inclusion in the official file.

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 13 June 1996

Revision Date: 16 October 2015

Status: In force

Scholarships and Awards Committee

Record Schedule Number: 2015-003

Office of Primary Responsibility: Student and Enrolment Services Division

This series consists of records of the Scholarships and Awards Committee of University Council **not** duplicated in the records of University Council. The committee is established by and reports at least annually to Council, but is administered by the Awards and Financial Aid office of the Student and Enrolment Services Division.

The Scholarships and Awards Committee's responsibilities include recommending to Council on matters relating to awards, scholarships and bursaries under the control of the University, and granting those awards, scholarships and bursaries which are open to students in more than one college of school.

Documents in this series, in printed or electronic form, may include:

- agendas
- reports
- approved minutes
- supporting material
- working papers

Record	Retention	Disposition
Official copy	3 years	Transfer to archives for selective retention
Others	Until no longer required	Destroy

Any members, including the chair, who feel that their notes or annotations contain important information may choose to provide those notes to the Secretary for inclusion in the official file.

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 16 June 2015

Status: In force

University Council Committees and Subcommittees

Record Schedule Number: 2015-002

Office of Primary Responsibility: University Secretary

This series documents the deliberations, decisions and recommendations of University Council committees and subcommittees established by or reporting to University Council, **not** duplicated in the records of the University Council, and which do not have a separate retention schedule in force.

Under the University of Saskatchewan Act (1995), Council has the authority to establish committees; standing committees are defined in the Council bylaws.

Documents in this series, in printed or electronic form, may include agendas and approved minutes of meetings together with reports and other supporting material **not** found in the records of Council.

There is no legal or administrative requirement for copies to be retained by any campus unit or officer beyond the time needed for the execution of current business or for reference purposes. **No copy should be included when unit records are transferred to Archives unless substantively annotated.**

Record	Retention	Disposition
Secretary	1 year	Transfer official copy to archives for permanent retention
Others	Until no longer required	Destroy

Any members, including the chair, who feel that their notes or annotations contain important information, may choose to provide those notes to the Secretary for inclusion in the official file.

See also Scholarships and Awards Committee (2015-003).

Functions:

- Governance

Classification: 420 - Committee Records - Governance

Approval Date: 16 October 2015

Revision Date: 14 September 2018

Status: In force

Copyright Committee

Record Schedule Number: 1996-29

Office of Primary Responsibility: Vice-President (Finance and Administration)

This series documents the deliberations, decisions and recommendations of the Copyright Committee with respect to copyright policy on campus.

The committee is composed of the Vice-President (Finance and Administration) as Chair, and representatives of Audio Visual Services, Auxiliary Services, the Bookstore, the Controller's Office, Computing Services, Internal Audit, all colleges except Law and Pharmacy, the Extension Division, Continuing Nursing Education, Libraries, the Students' Union, the Public Relations Office, Physical Plant, and St. Thomas More College.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

Record	Retention	Disposition
Official Copy	5 years	Transfer annually to Archives for selective retention
Others	Minutes/agendas: 3 years; Reports/policy: until superseded	Destroy

Functions:

- Governance

Classification: Committee Records - Vice-Presidential

Approval Date: 13 June 1996

Status: In force

Land and Real Estate Holdings Advisory Committee

Record Schedule Number: 1996-30

Office of Primary Responsibility: Vice-President (Finance and Administration)

This series documents the deliberations, decisions and recommendations of the Land & Real Estate Holdings Advisory Committee with respect to the University's real estate holdings.

The committee is composed of representatives of the Controller's Office and all units owning or controlling land (eg. Agriculture and Veterinary Medicine), together with the Vice-President (Finance and Administration), the University Secretary, and a representative of the Buildings and Grounds Committee of the Board of Governors in attendance.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

This series has long-term administrative value both for the University as an institution and those campus units directly affected by the actions of the committee. As records of the decisions and policies involving real estate and lands held by the University, they will be of benefit to future researchers and should be transferred to the Archives for permanent preservation.

Record	Retention	Disposition
Official copy	7 years	Transfer annually to Archives for permanent retention
Others	Minutes/agendas: 3 years; Reports/policy: until superseded	Destroy

Functions:

- Governance

Classification: Committee Records - Vice-Presidential
Approval Date: 13 June 1996
Status: In force

Records Management Advisory Board

Record Schedule Number: 1996-31

Office of Primary Responsibility: Vice-President (Finance and Administration)

This series documents the deliberations, decisions and recommendations of the Records Management Advisory Board with respect to the creation and implementation of records management policies and procedures on campus.

The Board is composed of the Vice-President (Finance and Administration) as Chair, the University Archivist, and representatives of Computing Services, the Colleges of Law and Arts and Science, Internal Audit, the Business Office, the Department of History, the Human Resources Office, Libraries, and the Registrar's Office, with the Assistant Archivist acting as secretary.

Documents in this series may include:

- agendas
- reports
- approved minutes
- printed material
- attachments
- working papers

Record	Retention	Disposition
Official copy	5 years	Transfer annually to Archives for selective retention
Others	Minutes/agendas: 3 years; Reports/policy: until superseded	Destroy

Functions:

- Governance

Classification: Committee Records - Vice-Presidential

Approval Date: 13 June 1996

Status: In force