

CARLETON UNIVERSITY RECORDS RETENTION SCHEDULE

SECTION 6: GOVERNANCE

VERSION 4.1

UPDATED DECEMBER 12, 2019



Corporate
Archives

CARLETON UNIVERSITY

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Section 6:

Governance

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);

P = Permanent Retention

D = Destruction

AR = Archival Review Required.

GOV-00	UNIVERSITY GOVERNANCE	GOVERNANCE	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to University advisory councils, elections/referenda, by- laws, delegation of authority and signatures and the Carleton University Act.

OFFICE OF PRIMARY RESPONSIBILITY: University Secretariat

# OF YEARS ACTIVE:	T
TRIGGER:	Until superseded.
# OF YEARS INACTIVE:	0
FINAL DISPOSITION:	AR

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	None.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);
 P = Permanent Retention
 D = Destruction
 AR = Archival Review Required.

GOV-01	BOARD MEETINGS	GOVERNANCE	CURS 2017-06
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DESCRIPTION:
 Consists of records relating to proceedings and actions of the Board of Governors. The government, conduct, management and control of the University and its property, revenues, expenditures, business and affairs are vested in the Board. Records may include agenda packages, minutes, reports, working papers, presentations, related documentation and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	University Secretariat
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# OF YEARS ACTIVE:	3
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	0
FINAL DISPOSITION:	P

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	3 years after the last action the records must be transferred to the Corporate Archives.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);
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GOV-02	BOARD COMMITTEES	GOVERNANCE	CURS 2019-04
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DESCRIPTION:
 Consists of records relating to proceedings and actions of committees and subcommittees of the Board of Governors. The government, conduct, management and control of the University and its property, revenues, expenditures, business and affairs are vested in the Board. Records may include agenda packages, minutes, reports, working papers, presentations, related documentation and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	University Secretariat
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# OF YEARS ACTIVE:	3
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	0
FINAL DISPOSITION:	P

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	3 years after the last action the records must be transferred to the Corporate Archives.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);
 P = Permanent Retention
 D = Destruction
 AR = Archival Review Required.

GOV-03	SENATE	GOVERNANCE	CURS 2019-04
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DESCRIPTION:
 Consists of records relating to proceedings and actions of Senate. Discussions and actions of this body deal with such areas as curriculum, academic standards, program development, faculty/librarian promotion and tenure. Records may include agenda packages, minutes, reports, working papers, presentations, related documentation and correspondence.

OFFICE OF PRIMARY RESPONSIBILITY:	University Secretariat
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# OF YEARS ACTIVE:	3
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	0
FINAL DISPOSITION:	P

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	3 years after the last action the records must be transferred to the Corporate Archives.

T = Trigger (Refer to Retention Trigger Description Column to determine what "triggers" the move from active to inactive storage);
 P = Permanent Retention
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 AR = Archival Review Required.

GOV-04	SENIOR EXECUTIVE SEARCH COMMITTEES	GOVERNANCE	CURS 2019-04
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DESCRIPTION:
 Consists of records relating to the proceedings of competitions for senior executive and senior administration of the university, including: President, Vice-Presidents, Deans, Directors, and department Chairs. Records may include committee protocols and procedures, member lists, minutes, agendas, job descriptions and postings, evaluation and ranking rubrics, research and reference materials, reports from third-party search companies, interview questions and answers, curriculum vitae and publications, reference letters, and teaching evaluations and materials.

OFFICE OF PRIMARY RESPONSIBILITY:	University Secretariat
	Faculty or unit responsible for search committee

# OF YEARS ACTIVE:	1
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	1
FINAL DISPOSITION:	AR (Selective retention by Corporate Archives)

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	Select records from successful candidates may be incorporated into the incumbent's personnel file or biographical files held by unit.
	Committee Chairs are responsible for proper records management of copies of documents (paper or electronic) distributed to members. Please see the Guide to Records Management for Committees or contact the Corporate Archives directly for assistance.

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 D = Destruction
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GOV-05	SENATE COMMITTEES	GOVERNANCE	CURS 2019-04
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<p>DESCRIPTION: Consists of records related to proceedings, actions, and support of committees, subcommittees, and ad hoc committees of Senate. Records may include agendas, minutes, reports, working papers, presentations, committee member information, related documentation and correspondence.</p>

OFFICE OF PRIMARY RESPONSIBILITY:	University Secretariat
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# OF YEARS ACTIVE:	3
TRIGGER:	Until last action.
# OF YEARS INACTIVE:	0
FINAL DISPOSITION:	P

RETENTION RATIONALE:	Retention based on anticipated operational use.
FILING NOTES:	3 years after the last action the records must be transferred to the Corporate Archives.
	Each committee is responsible for filing and up-dating revisions to committee Terms of Reference with the University Secretary.
	Committee Chairs are responsible for proper records management of copies of documents (paper or electronic) distributed to members. Please see the <i>Guide to Records Management for Committees</i> or contact the Corporate Archives directly for assistance.

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GOV-06	PENSION COMMITTEE MANAGEMENT	Governance	CURS 2019-12
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Description:
Includes minutes of meetings, documentation of resolutions and motions, correspondence and memoranda documenting major decisions and changes to plans, communications with members, major policies and procedures, membership documentation.

Office of Primary Responsibility: **Office of Pension Fund Management**

# YEARS ACTIVE	2
TRIGGER	Creation
# YEARS INACTIVE	5 years (7 total)
FINAL DISPOSITION	P

RETENTION RATIONALE	Canada Pension Plan Act (RSC 1985, c. 8) Pension Benefits Act (RSO, 1990, c. P.8) Management and Retention of Pension Plan Records by the Administrator – A300-200 (Financial Services Commission of Ontario)
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FILING NOTES	None.
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