

CORPORATE ARCHIVES & RECORDS

Terms of Reference Registration

PART I – Definitions and Instructions

INSTRUCTIONS

1. Complete Part II – Terms of Reference (TOR) OR attach any existing TOR.
2. Corporate Records and Archives staff will provide assistance and follow up on any information not known (e.g. founding date).
3. Provide a listed summary of record types, date ranges of these record types, and any known retention in Part III. You do not need to provide specific file titles, only record types.
4. Return this form by email to: corporate.archives@carleton.ca

DEFINITIONS

Ad-hoc committees: Temporary committees formed to address a specific task. Once the task is completed, the ad-hoc committee is disbanded.

Examples: Ad Hoc Committee on Education and Professional Institutes

Standing committees: permanent committees that are constituted annually, meet regularly, and are responsible to a fixed body or executive position.

Examples: Graduate Student Appeals Committee (Senate), Equity Policy Committee, Graduate Faculty Board, Sprott Faculty Board

Working Group: a group appointed to study a specific issue, prepare reports, and make recommendations on problems associated with the issue.

Examples: Carleton University Flexible Arrangements (CUFA) working group

Task Force: temporary committee organized under a leader or leaders for the purposes of achieving a specific objective.

Examples: Strategic Integrated Planning (SIP) Task Force

Advisory Group or Board: a group of stakeholders and experts that provide non-binding strategic advice and leadership to a department or other body.

Examples: Advisory Committee to Civil and Environmental Engineering

Records: recorded information in any form and in all media and formats, including electronic.

Record types: general description for like records, e.g. minutes, agendas, working documents, reports, etc.

Retention: maintenance and safeguarding of university records for scheduled periods with prescribed final actions.

PART II - Terms of Reference

Committee/Group Name:

Committee/Group Type:

1. Purpose/Function

2. Responsibilities

3. Dates and Term

4. Membership

5. Reporting

6. Meetings

