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## **Committee Records: Administration Section, Series number AD080**

This information brief provides general guidance for the management of committee records. Administration 080 is the default classification for committees; for exceptions see the end of this document.

The word “committee” refers to a formally-struck decision making body or an informal group of employees assembled for a particular task or reason. Use this classification for councils, task forces or working groups that may not need to keep formal records, as well as for decision-making bodies that do. The need to keep records may arise from governing legislation or policy, a committee’s terms of reference, other governing framework, or past practice. Not all committees need to create records.

### **Who keeps the records of a Committee?**

The individual or office assuming responsibility as Chair or Secretary assumes responsibility for maintaining the records of the Committee. All committee members typically maintain their own copies of committee proceedings for their own use while on the committee; it is expected that committee members will securely dispose of their copies once their involvement on the committee has ended. The Chair (or Secretary) has the authoritative version of the committee records, therefore, if the Chair or Secretary function is transferred, it is important to have custody of the committee records transferred to maintain the continuity of the records. Note that with the use of collaborative software like SharePoint there may only be one authoritative version of the records, to which all committee members have access.

### **What is maintained in a Committee file?**

Remembering the purpose of the records is to document the activities of the committee (or working group, etc.), one would typically find the agenda and any minutes, or a record of decisions. Additionally, any correspondence of the committee or products of the committee such as a report would be found within the committee file.

### **Retention/Disposition**

Records will be maintained for 5 years by the primary office (for exceptions see page 2). Following this, certain committees’ records will be selected for permanent retention based on substantive contribution to, or shaping of, the academic direction and/or the organizational development of the university. The selection will be made by the primary office in consultation with the Archives.

### **Wouldn’t the Strategic Planning Committee, for example, be filed under “Strategic Planning”?**

No. With a few exceptions described below, all records of a working group, task force or committee would be classified under AD080. The product of the committee may be found elsewhere as it reflects a different context or purpose. So, a Strategic Plan would exist as part of the records of the committee as well as being classified under “Strategic Plans”. Note that the use of cross-references and links can reduce excessive copying of this kind of material.



## Exceptions

The above advice applies to most committees at the university. There are specific committees that either for their retention or administrative ease are classified elsewhere in DOR. Those committees are referenced in the “scope and contents” field for AD080 and are repeated here:

- For Presidential Search Committees see HR010-20
- For Academic Search Committees, see HR010-30
- For Senior Administrative Search Committees see HR010-040
- For other employee search committees, see HR010-50 Staffing - Competitions
- For Animal Care Committee, see RE040
- For Board of Governors committees, see GV065
- For Human Research Ethics Board Committees, see RE030
- For Pension Board Committees see FM330-04
- For Senate Committees, see GV 415-04 and GV 420
- For the Presidential Committee Nominations for External Academic Award and Honours see RE060
- For Staff Meetings, see AD380