



## BOARD OF GOVERNORS' RECORDS RETENTION POLICY

### PREAMBLE:

Mount Saint Vincent University is a local public body within the meaning of the *Freedom of Information and Protection of Privacy Act*, the *Freedom of Information and protection of Privacy Act* vests in the public certain rights of access to the records of public bodies. In order to facilitate compliance with the laws of the Province respecting public access to the records of public bodies, it is advisable to ensure a comprehensive and accurate description and classification of records in the custody of or under the control of the university and to provide for the retention and disposition of such records.

### DEFINITION:

The agendas, minutes and supporting documents of the Board of Governors are vital records of the University. The University Governance Secretary is responsible for the management of the Board's records in accordance with this policy.

### POLICY:

The Board of Governors' agendas, minutes and supporting documents shall be assembled and made available to members by the University Governance Secretary. After the meeting, the agenda and the supporting documents shall be filed in the President's Office.

#### **Confidential Documents**

Confidential documents are documents that are only available to members of the Board of Governors. All confidential documents will be labeled as such by the University Governance Secretary. Confidential documents consist of two types: those that are only confidential until the meeting is held; and those that remain confidential after the meeting is held.

#### **Confidential Until the Meeting**

Board of Governors' documents that are confidential only until the meeting at which they are considered shall, after the meeting, be treated in the same way as other documents with respect to their storage.

#### **Confidential After the Meeting**

Documents that remain confidential after the meeting at which they are considered shall be dealt with as follows:

- When matters of a confidential nature are discussed they shall be recorded in a supplement to the minutes to be inserted in a sealed enveloped on which is recorded the meeting date and the title of the University Officer (e.g. President) who has authority to grant access to the documents.

## **Board of Governors' Records Retention Policy (Continued)**

- Confidential attached documentation shall be inserted in a sealed envelope on which is recorded the meeting date, the agenda item number to which the document relates and the title of the University Officer (e.g. President) who has authority to grant access to the documents.
- The documents shall follow the same storage schedule as other Board of Governors documents.

### **Storage**

Official Board of Governors' records will be housed in the President's Office for 10 years.

### **Disposal Schedule**

During the month of July, the Board of Governors' agendas, signed minutes and supporting documents that are at least 10 years old shall be digitized and the original (hardcopy) documents sent to the University Archives for permanent storage. The digitized Board documents shall be housed on a secure drive on the University's network

### **Index of Resolutions**

The University Governance Secretary shall maintain an electronic file of the text of all resolutions of the Board of Governors. This index will be used for retrieving text in an efficient manner.

Approved by the Board of Governors: February 24, 2011

Reviewed by HRGC 2013 – No changes

Reviewed by HRGC January 29, 2014 – No changes

Reviewed by HRGC March 19, 2018

Approved by the Board of Governors: April 18, 2018