

CRAS: Governance and Administration



**University
of Manitoba**

The Office of the President, the Office of the University Secretary and the Office of Legal Counsel are the Offices of Record for University level governance. The following classifications apply to faculty, departmental and office governance records.

GOV-010 (Faculty/Department/Office Governance)

Series contains records related to the senior administration of the faculty/department/office. Records may include governance documents, strategic planning documents, departmental procedures and guidelines, annual reports and correspondence. Series does not include records related to general administration (human resources, financial management, equipment and supplies and other routine administrative records).

Retention: Current Year + 6 Years: Transfer to Archives for selection.

GOV-020 (Accreditation)

Series consists of records relating to the accreditation of faculties, schools, departments and programs, including evaluation, review and assessment of faculties, schools, departments and programs. Series may include records related to faculty, school, department and program history, academic and research activities, faculty member staffing and activity, student projects, student evaluations, physical facilities, area goals, progress reports, recommendations reports, findings, supporting documentation and related correspondence. Records can be divided into the following sub-sets:

GOV-021 (Final Reports and Addendum): Final and progress reports, evaluations, findings, histories, datasets and summaries:

Retention: Academic Year + 5 years: Transfer to Archives.

GOV-022 (Work Samples): Faculty and student projects, papers, published material, CVs and assignments:

Retention: Accreditation + 6 months: Return originals to faculty and students. *Paper or electronic copies may be destroyed as transitory records.*

GOV-023 (Drafts): Drafts and supporting documentation:

Retention: Retain all drafts and supporting documentation until the conclusion of the next accreditation cycle: Destroy.

GOV-030 (Council and Committee Files)

Series contains the agenda, minutes and meeting files for all University committees and Faculty Councils. Please note that the recording secretary or committee head is responsible for the retention of the official record, and the versions held by other members are considered transitory working copies to be retained as needed. Records can be divided into the following sub-sets:

GOV-031 (Minutes and Agendas): Official minutes, agendas and supporting reports and documentation:

Retention: Current Year + 6: Transfer to Archives.

GOV-032 (Drafts): Unofficial drafts and copies of minutes and agendas as well as student petitions, any material related to staffing (hiring or tenure decisions) that contains personally identifiable material, or copies any other documentation that contains personal information or personal health information that needs to be viewed by the committee or originals of such materials should the committee have viewed anonymized information:

Retention: Current + 6 years: Destroy.

GOV-040 (Departmental Process Manuals)

Series consists of internal departmental process manuals for ensuring the ongoing administrative functioning of an office. Examples include procedures for system administration and data entry, procedures for opening, sorting, distributing mail and step-by-step processes for other routine functions.

Retention: Superseded + 1 year: Destroy.

GOV-050 (Statistics)

Series consists of statistics regarding departmental administration and governance or mandate of the office. This includes, but is not limited to, enrollment, program and departmental statistics, usage, service or sustainability statistics, and statistics related to services provided to clients external to the university.

Retention: Current + 10 years, transfer to the Archives for review.