

May 2013: Policy Regarding Archiving of Senate Materials

Senate – Original Minutes and Reports

Records consist of minutes and reports produced as a result of meetings of the Acadia University Senate. The Recording Secretary of the Senate is the official record keeper and ensures that the minutes are correct, complete including appendices, and signed by the Recording Secretary of Senate.

At the end of each academic year (end of June), the Recording Secretary transfers the year's minutes and reports to the Archives, after making convenience copies for the office. Minutes and reports transferred to the Archives must be viewed in the Archives' Reading Room and may not be duplicated without permission of the Chair of the Senate.

The Recording Secretary's convenience copies are held by the Recording Secretary until they are no longer needed, at which time the copies will be destroyed by secure shredding.

Senate Committees – Original Minutes and Reports

Records consist of minutes and reports produced as a result of meetings of the Acadia University Senate Committees. The Secretary or Chair of the Senate Committee is the official record keeper and ensures that the minutes are correct, complete including appendices, and signed by the Chair of Senate Committee or the Secretary.

At the end of each academic year (end of June), the Committee Secretary or Chair transfers the year's minutes and reports to the Archives, after making convenience copies for the office. Minutes and reports transferred to the Archives must be viewed in the Archives' Reading Room and may not be duplicated without permission of the Secretary or Chair of the Senate Committee.