

## 0330 Committee Records

*Description:* Documents the activities of various University committees, including the Board of Trustees, standing committees (such as the Administrative Council), inter- departmental committees, departmental committees, ad hoc committees, working groups, and task force groups.

*Examples:* Records may include establishment and charge, meeting preparation materials, strategic planning, meeting minutes and notes, membership lists, agendas, reports, working papers, arrangement documentation, dockets, and attachments.

*Retention Period:*

a) Standing committees' records: **Retain for 10 years after creation, and then transfer to Archives for review.**

b) All other committees' records: **Retain until dissolution of committee, and then transfer to Archives for review.**