

To: UFC
 From: Alex Tanford, Chair of Policy Review Committee
 Date: March 6, 2020
 Re: UFC Policies on the maintenance of records

A. The Policy Review Committee reviewed three documents:

1. ACA-73, Preservation of University Records
2. UA-18, University Records Retention and Disposition
3. Bylaws section 13, Retention and Disposition of Faculty Council Files

B. The Committee finds:

1. ACA-73 has been superseded by UA-18, the university comprehensive records policy.
2. Bylaws § 13 on UFC records is inconsistent with UA-18 and needs updating.
3. Under Roberts Rules of Order, a records retention policy should not be in bylaws but should be in a policy document, so we have transferred its contents to ACA-73.
4. Bylaws § 10.1 needs to be updated to clarify the role of the Faculty Council Office in preserving UFC records.

C. Review process.

The updated policy proposal has been developed in consultation with the university chief policy officer, circulated to campus academic affairs officers, UFC co-chairs, campus council presidents, the director of the Faculty Council Office and the university archivist.

D. The Committee moves that the UFC take the following action:

1. Amend the Bylaws of the University Faculty Council as follows:

A. Section 10.1, Duties and functions of the Faculty Council Office, subsection D is amended to read as follows:

10.1. Duties and functions of the Faculty Council Office. The Faculty Council Office and its Director shall:

- A. Serve as the administrative office of the University Faculty Council.
- B. Arrange for comprehensive transcripts and an audio or video (with audio) recording of each UFC meeting.
- C. Report in the transcripts the names of those present at a Council meeting. In addition to absences, names of alternates present shall be reported.
- D. Make available in a timely fashion to all members of the university community, all records of the University Faculty Council retained by the Faculty Council Office pursuant to policy ACA-73, Retention and Disposition of Faculty Council Records.

B. Section 13, Retention and disposition of Faculty Council files, is deleted and its contents transferred to ACA-73.

2. Amend ACA-73 to read as follows:

ACA-73. UNIVERSITY FACULTY COUNCIL RECORDS

Scope

A. All Records created, received, maintained, distributed or otherwise directly related to the proceedings and actions of the University Faculty Council, regardless of the format.

B. This policy does not apply to records associated only with committee proceedings, including executive committee meetings, except as provided herein.

C. This policy does not apply to documents used only during an Executive Session of the University Faculty Council.

Policy Statement

A. The Records of the University Faculty Council are the property of the university and shall be preserved and retained in accordance with policy UA-18, University Records Retention and Disposition.

B. The Records of the University Faculty Council maintained by the Faculty Council Office shall be available to all members of the university community.

C. In order to maintain complete records of University Faculty Council business, electronic communications intended for the full membership of the UFC or its committees shall be made through the official email lists created by the Faculty Council Office.

D. The Faculty Council Office and its Director are responsible for implementing this policy.

E. The records of UFC committees are an important resource for the efficient administration of Council activities. Committees should keep records of their activities and pass them to their successors when new committee members are appointed.

Reasons for Policy

University Policy UA-18 creates an overall policy on records retention and a schedule for university records and provides that faculty governance organizations are subject to it. This policy is intended to align University Faculty Council records policy with UA-18.

Procedures

A. The Director of the Faculty Council Office shall arrange for the collection, preservation and disposition of the Records of the UFC. The Director also should obtain and preserve copies of Powerpoints, documents in .pdf format, or other visual aids used during University Faculty Council meetings whenever it is practical to do so.

B. The Director of the Faculty Council Office shall consult with the University Archives and the University Records Retention and Disposition Committee about identifying records to be preserved, the methods of preservation, and the retention and disposition schedule.

Definition

“Records” are recordings, transcripts, minutes, agendas, circulars, roll-call votes, election ballots, and any other material defined as a record by policy UA-18, University Records Retention and Disposition.