RMU Information Sheet 8

<table>
<thead>
<tr>
<th>Subject</th>
<th>University Committees and Boards</th>
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<tbody>
<tr>
<td>HPRM Reference</td>
<td>INT11/2690[V2]</td>
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<tr>
<td>Commencement Date</td>
<td>12 April 2011</td>
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<td>Last Modified</td>
<td>16 October 2015</td>
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Overview

The University has an involvement with a large range of Committees and Boards that coordinate and facilitate a wide range of functions undertaken by the University. It is important that recordkeeping procedures are established for each committee/board so that appropriate records are created, managed and disposed of in accordance with best practice to ensure accountability.

What are Committee/Board records?

Committee and Board records consist of the following types of records:

- Terms of Reference
- membership
- administrative arrangements, e.g. meeting calendar, catering
- agenda & agenda papers (papers presented to committee as set out by the agenda including late papers)
- minutes of the meetings
- action items/lists

Who is responsible for managing these records?

Usually at the formation of a Committee, Committee members will determine who will be the Secretariat for the committee. The Secretariat will be tasked with ensuring that:

- Distributing agenda, minutes & agenda papers to committee members
- Recording the minutes of each meeting of the Committee
- Managing the master set of minutes, agendas and business papers of the committee to ensure that they are true and accurate
- Registering the records into a recordkeeping system, and
- Arrangements for the final disposition of the master set of minutes, agendas and business papers in accordance with University Policy & Procedures.

The Chair and Committee/Board members hold duplicate copies of agendas, minutes and agenda/business papers for their reference. If the committee secretariat is external to the University, then the representative/s will be required to manage their set or 'papers' as the 'record'. If there is more than one representative then between them they must designate which copy is to be the master copy of the 'record' and assign responsibility for its capture accordingly.
How long do you keep Committee / Board Papers?

Retention of records is determined in Disposal Schedules that are issued by the Tasmanian Archive & Heritage Office's State Archivist. As a rule, high level University Committees and Boards minutes, agendas & agenda papers that provide strategic direction, such as Council and their sub-committees, Academic Senate and their sub-committees, Boards and Faculty committees are deemed to be permanent State Records by the Tasmanian Archives & Heritage Office (TAHO) as they provide a historic picture of how the university has developed and been managed over time.

High level National and/or International Committees where the University representative actively participates may also be deemed permanent. Examples may include committees such as Universities Australia or those that involve Commonwealth / State Government. Low level committees administered by the University, e.g. working parties, will be kept for a shorter timeframe as specified in the Disposal Schedules.

Copies of committee papers that are kept by committee members who are not the secretary may destroy their copies after reference ceases. Administrative papers such as low level correspondence, meeting arrangements etc. are of low value and often only have short term value, e.g. attendance can be established from the attendee listing in the minutes so documentation of acceptances are only relevant until the minutes have been signed off.

How do you keep Committee and Board Papers?

It is important to identify the master set of committee/board papers whether they are physical or electronic. If you retain a ‘copy’ of these records, ensure that they are identified as such by placing the word ‘copy’ on the metadata of the folder whether it be an electronic or physical set. Records pertaining to committees are registered or captured into the University's official recordkeeping system.

This is to ensure that the records are:

- Accessible to all who require them, subject to any restrictions that may apply
- Controlled and managed in accordance with policy and procedures
- Secured against tampering, unauthorised access or unlawful deletion, and
- Disposed (transferred or destroyed) promptly in accordance with legal authority

Formats

**Paper**

Permanent records (as defined in the disposal schedules) should be printed on archival quality acid-free paper to ensure longevity, free from metal clips or staples, and stored in acid-free folder covers/archive boxes.

Temporary records (as defined in the disposal schedules) should be stored in an appropriate medium.

**Digital**

Permanent or Long Term Records must be scanned or converted to a lossless format to avoid distortion and loss of information. PDF/A is the preferred format for documents. Photographic records may use the lossless JPEG2000 format, but note this is not the same as the ordinary JPEG format, which is a lossy format. Maps and architectural plans/drawings may use the PNG format, which may be better suited for such records.

Please note that if Agenda papers are scanned as one complete document then they will require OCRing (Optical Character Recognition) to aid retrieval. Note that some of these will be of significant size so may cause issues relating to access and storage. Internal procedures will need to be developed to manage these records.
What are the Naming Conventions/Metadata requirements?

It is recommended that naming conventions/metadata be used to provide consistent results in the retrieval of committee records for physical and electronic records. The University Business Classification Scheme/Thesaurus provides the following folder structure framework:

- [Name of Board/Committee]
  - Administrative Processes
  - Agenda, Minutes & Papers
    - Date of Meeting
    - Membership & Terms of Reference

Documents for Committee Minutes & Agendas require appropriate naming conventions/metadata to aid retrieval. For example:

Meeting Number (if applicable) - Committee Name – Define whether Minutes or Agenda – Define if Special Meeting if applicable - Date of Meeting (Date in full, e.g. 8 September 2008)

E.g. 01/08 – Records Management Steering Committee – Agenda – 15 January 2008

Appendices/Late Papers require the following conventions

Meeting Number (if applicable) – Item Number / Appendix Number – Description of paper

E.g. 01/08 - Agenda Item 3.1 Appendix C.1 - Final Report on Teaching and Learning Development Plan 2006

How do I dispose of Committee records?

Disposal (transfer or destruction) is undertaken in accordance with relevant Retention & Disposal Authorities (also known as Disposal Schedules). Permanent records are to be transferred to the Tasmanian Archives & Heritage Office 25 years after creation using an Application to Dispose of State Records. Temporary records can be destroyed once they have reached the minimum retention requirements set out in the Disposal Schedules or can be retained longer provided they are stored in accordance with University Policy & Guidelines.

Related documents

University of Tasmania

- Information Sheet 4 – Disposal Schedules
- Information Sheet 6 – Permanent Records
- Information Sheet 7 – Scanning and Destroying Paper Records
- TRIM Data Entry Standards

Tasmanian Archive and Heritage Office (TAHO)

- TAHO Guideline 1 – Records Management Principles
- TAHO Guideline 5 – Recordkeeping Metadata
- TAHO Advice 14 – The Value of Recordkeeping Metadata

Other State Records Offices (optional)

- Recordkeeping & committees (State Records Office of NSW)