



Governing Procedure 1100 - Archiving and Organizational Persistence

Approved By: Students' Administrative Council

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Last Reviewed:

Revised:

Administered By: Vice President, Finance and Governance

1 – PREAMBLE

The Mount Allison Students' Union (hereinafter “MASU”) produces many important records related to its work and values its institutional memory. This Governing Procedure (hereinafter “GP”) defines the best practices for archiving records and the documentation of institutional memory to support the organizational persistence of the MASU.

2 – DOCUMENT ARCHIVING

2.1 Council Documents: The Office Manager shall maintain a paper and digital copy of all Council Agendas, Reports, Packages, and Minutes (hereinafter “Council Documents”), which shall be prepared by the office of the Chairperson of the SAC. Furthermore;

2.1.1 The digital copy of Council Documents shall be stored in the MASU Drive;

2.1.2 Council Documents shall be made accessible publicly on the website for at least three (3) years past their approved date;

2.1.3 The office of the Chairperson of the SAC shall prepare a document summarizing actions taken in each meeting (hereinafter “Summary of the Minutes”) for the SAC each fiscal year and provide it to the Office Manager no later than the end of the fiscal year, and;

2.1.4 The Office Manager shall provide the Mount Allison University Library and Archives with a copy of all Council documents at the end of each fiscal year.

2.2 Executive Board Documents: The President & CEO and Office Manager shall maintain a physical and digital copy of all Executive Board Meeting minutes and reports, which shall be prepared by the President & CEO and the Vice President, Communications and Marketing (hereinafter “VPCM”). Furthermore;

2.2.1 The digital Executive Board Documents shall be stored in the MASU Drive, and;

2.2.2 The President & CEO and VPCM shall prepare a Summary of the Minutes document for their Executive Board and provide it to the Office Manager no later than the end of each fiscal year.

2.3 Other Documents: At the discretion of the SAC or the Office Manager, further archiving measures may be administered beyond this GP. Furthermore;

2.3.1 **Election Results** shall be archived both digitally and physically for at least five (5) years after the completion of the election, and;

2.3.2 **Advocacy Policies** shall be archived both digitally and physically for at least three (3) years and shall be made available on the website for at least three (3) years.

2.4 Confidentiality: At the discretion of the President & CEO, sensitive information may be removed from public records in accordance with local legislation. Furthermore;

2.4.1 The Office Manager shall arrange for the safe disposal of records that are no longer needed and which contain sensitive information, and;

2.4.2 At the discretion of the General Manager and the Vice President, Finance and Governance, cybersecurity measures shall be administered to protect the security of confidential information stored digitally.

3 – TRANSITION REPORTS

3.1 Principles of a Transition Report: A Transition Report shall serve as a tool to provide incoming Officers with information about their role and its affairs during previous terms. A Transition report shall contain a description of the role, summary of portfolio affairs, and recommendations for the incoming Officer.

3.2 Submission of Transition Reports: All Officers of the MASU, elected or hired, shall produce a Transition Report at the end of their term. Furthermore;

3.2.1 Transition reports for all Officers shall be administered by the Chairperson of the S.A.C. and must follow the Transition Report Template in the MASU Drive;

3.2.2 All outgoing Executive Officers shall also directly present their transition report to the incoming Executive Officers;

3.2.3 Transition Reports for part-time staff, including all Directors and Coordinators, shall be administered by the Human Resources Manager, and;

3.2.4 Transition reports shall be stored in the MASU Drive for at least five (5) years and shall be promptly made available to incoming Officers and staff.