

Operating Procedure XX – Maintenance of Archives

Purpose

The purpose of this Operating Procedure is to ensure that the MASU preserves its records and documents, both in hardcopy and softcopy, so that it can function effectively and preserve its institutional memory. This operating procedure outlines the process of how documents submitted to Council will be preserved.

Administration

The Policy, Research and Archiving Officer shall be responsible for upholding this procedure however the Office of the President will ultimately be held accountable for any missing documents.

Process

- 1) All hardcopy and softcopy reports, minutes, and other records of Council and its committees (“the Records”) are the property of the MASU and shall remain with the MASU to be kept at its offices for a minimum of 10 years. An additional copy of the Records will be kept at the Mount Allison University Library Archives indefinitely, and will be accessible to the public.
 - a. Any personal information will be removed from the publically accessible Records at the discretion of the Office Manager and in accordance with Bill 89 of the Legislative Assembly of New Brunswick (Right to Information and Protection of Privacy Act).
- 2) The Executive, the chairs of all Council committees, the General Manager, and all Councilors and Staff shall co-operate with the PRAO in making sure the Records are preserved.
 - a. The Office Manager will maintain a binder of all Council documents that will be reviewed every month by the PRAO. Should there be any documents missing the PRAO will make all reasonable attempts to find missing documents in partnership with the Chair and /or MASU Office Staff. In the event that a report remains missing, the councilor responsible for writing the missing report will have a minimum of 10% of their honorarium withheld, per report, until they submit that report to both the Chairperson and the Office Manager.
 - b. The Office Manager will maintain a digital copy of all Council documents that will be reviewed every month by the PRAO. Should there be any documents missing the PRAO will make all reasonable attempts to find missing documents. In the event that a report remains missing, the councilor responsible for writing the missing report will have a minimum of 10% of their honorarium withheld, per report, until they submit that report to both the Chairperson and the Office Manager.

- c. Should the PRAO fail to undertake all reasonable measures to ensure the completeness of the Records, 10% of the PRAO's honorarium will be withheld, per missing report, until they have either collected all reports or made all reasonable attempts to do so.
 - d. Should the Records remain incomplete after the PRAO has made all reasonable efforts to complete them, the President will be responsible for creating a summary of any missing documents. Failure to do this will result in 10% of their honorarium being withheld.
- 3) The Office Manager will arrange for shredding of any records that are no longer needed and which contain personal information.
- 4) In the event that the current agreement with the Mount Allison University Library Archives changes, this Operating Procedure must be brought before council and the MASU must find a satisfactory means of storing all historical records such that they remain Publically accessible.