

Bylaws amendment 9

13. Retention and disposition of Faculty Council files: ~~The University Faculty Council Office shall retain faculty council files in accordance with university policy and in consultation with University Counsel.~~

~~—Definition and principles:~~

~~—All records and files created or received by the Co-Chairs of the UFC as administrator of the Council and relating to Faculty Council business are defined as the official records of the UFC.~~

~~—Records and files created or received by the chairpersons of UFC committees are defined as UFC committee files and are therefore excluded from the provisions of these rules.~~

~~—The maintenance of official UFC records and files shall be in accordance with general Indiana University rules for maintenance of official records of the University.~~

~~—For records or files created or received by June 30, the period of maintenance shall commence on the following first of July.~~

~~—Maintenance of UFC records and files: Official UFC records and files shall be maintained in the Faculty Council Office for the minimum periods specified:~~

~~—Incoming and outgoing correspondence relating to UFC business and incoming correspondence log: three years.~~

~~—Audio or video recordings of UFC meetings: one year.~~

~~—Election ballots or other data relating to elections and committee assignments: one year.~~

~~—Tabulations by name of votes in Council meetings: one year.~~

~~—File copies of agendas, minutes, circulars, and each year's Summary of the Year: indefinitely.~~

~~—Disposition of UFC records and files:~~

~~—Subject to space limitations, official UFC records and files may be retained in the UFC office for longer periods than those specified in Bylaw 13.B, at the discretion of the Co-Chairs.~~

~~—Audio or video recordings of minutes, ballots, and other election materials relating to elections and committee assignments may be erased/discarded after one year, at the discretion of the Co-Chairs.~~

~~—Other official UFC records and files shall be offered to the University Archives upon expiration of the period specified in Bylaw 13.B.~~

~~—Surplus copies of items listed under Bylaw 13.B.5 shall be offered to the University Archives at the end of the Council year in which they have been created.~~

~~—Exceptions:~~

~~—The records and files of UFC committees, while not subject to these rules, are an important resource for the efficient administration of Council activities and a potentially valuable historical record. Chairpersons are encouraged to pass UFC~~

~~committee records and files on to their successors at the conclusion of the Council year and/or to offer them to the University Archives at an appropriate time.~~

~~—Files maintained by the UFC staff for their own use and containing unofficial materials shall not be subject to the provisions of these rules.~~

~~—Rules in this section shall become effective as of July 1, 1984.~~

Reasons:

- a) This 33-year-old policy is outdated and inconsistent with the university's document retention policy.
- b) The university has a document retention and destruction policy. This says we should abide by it.
- c) I think it unwise (and possibly not legal) to have our own detailed document retention and destruction policy that will inevitably conflict with the university's policy that is constantly being updated by the university counsel's office.