Changes and additions in red. Updating but no change in policy in blue

ACA-73 and Bylaws on UFC Record retention

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, which must be retained for 12 months by the Faculty Council Office for reference by any interested member of the faculty.

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—faculty and librarians who request them, the President and Vice Presidents of the University, the Chancellor of campuses not headed by a Vice President of the University, the main library on each campus, IU Communications (or any successor organization in charge of University press relations) and the Secretary of the Board of Trustees of Indiana University, 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—council documents and circulars including agendas announcing the time, place, and intended business of UFC meetings and minutes and transcripts of completed meetings, including meetings of the Executive Committee acting on behalf of the UFC as is allowed under Section 11.C of these bylaws. All University Faculty Council minutes, documents, and circulars shall be made electronically available to the University community in a timely manner for at least three years.

- - - - - - - - - - - - - - - - - - -

13. Retention and disposition of Faculty Council files - deleted from bylaws and moved to ACA-73.

A. Definition and principles:

Scope

A. All records and files created, or received, maintained, distributed or otherwise directly related to the business 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. 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.

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

Policy Statement

A. 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. 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.

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

B. Maintenance of UFC records and files: Official UFC records and files shall be maintained in the Faculty Council Office for the minimum periods specified:
1. Incoming and outgoing correspondence relating to UFC business and incoming correspondence log: three years.
2. Audio or video recordings of UFC meetings: one year.
3. Election ballots or other data relating to elections and committee assignments: one year.
4. Tabulations by name of votes in Council meetings: one year.
5. File copies of agendas, minutes, circulars, and each year’s Summary of the Year: indefinitely.

C. Disposition of UFC records and files:
1. Subject to space limitations, official UFC records and files may be retained in the UFC office for longer periods than those specified in Bylaw 12.B, at the discretion of the Co-Chairs.
2. 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.
3. Other official UFC records and files shall be offered to the University Archives upon expiration of the period specified in Bylaw 12.B.
4. Surplus copies of items listed under Bylaw 12.B.5 shall be offered to the University Archives at the end of the Council year in which they have been created.
D. Exceptions:

E. 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 Committees should keep records of their activities and pass them UFC committee records and files on to their successors when new committee members are appointed at the conclusion of the Council year and/or to offer them to the University Archives at an appropriate time.

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

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