



Records Management 7: Committee Records

University Archives

What are Committee Records?

Committee records document the goals, objectives, decisions, and actions of a committee.

- Committee records generally include:
 - Records establishing the committee and its mission
 - Member list, nominations, acceptances, and appointments
 - Minutes, agendas, dockets, and attachments
 - Reports
 - Administrative records
 - Related correspondence

Why Retain Committee Records?

- Records contain information about decisions, discussions, and recommendations.
- Information may set precedents or provide authority for action.
- Provide accountability for decisions made and actions taken.
- Minutes hold significant value as historical records documenting decision-making, governance, and changes in committee structure over time.

What Committee Activities Should be Documented?

- Major reform actions
 - Debates that reveal the issues considered and conclusions formed
- Ongoing execution, review, modifications, of programs
 - Continuing development of programs
- Correspondence of the chair and deans
 - Records that reveal why projects or studies were undertaken and what they hoped to achieve
- Meeting minutes
 - Document which ideas and decisions are formulated and approved

Disposition of Committee Records

- Committee meeting minutes and final reports are permanent records.
- Minutes should be approved to attest to their accuracy after amendments and errors have been noted.
- Minutes can be transferred to the University Archives after their administrative use by the committee has ceased.
- Refer to the Records Retention Schedule for disposition of other related committee records

Confidential Proceedings

- At the end of each academic year, committee's confidential final reports and recommendations to administrators should be transferred to the University Archives.
 - Faculty related matters will be kept by the University Archives for seven years.
 - Student related matters will kept for eleven years.

Consult the Archivist for guidance

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