



ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

Committee Minutes Retention

Date Effective	January 2019
Date Reviewed / Revised	February 2024
Program Level	Administrative

POLICY:

School of Nursing approved committee minutes, recorded by any academic or administrative office in connection with the transaction of School of Nursing business, shall be retained by electronic files within the School of Nursing, as evidence of the activities and functions of the School of Nursing. See the [University General Records Retention Schedule](#).

PROCEDURE:

Per University of Pittsburgh guidelines, retention of committee minutes are to be kept for a period of at least three years, and then can be archived. If archived into an inactive file, place the records in an inactive file on the date the event occurs or the action is completed, Then label the file with the retention period and appropriate disposition date. Disposition will occur when that date has been reached, i.e., retention reads "Retain for 6 years -dispose of 6-30-2006"

The University Archivist should be contacted before discarding any document that may be of permanent or historical value to the University. All records older than 30 years from date of creation MUST be reviewed by the University Archives prior to disposition/destruction.

Minutes must be stored and retained on a School of Nursing computer for future reference.

The following groups shall store and retain minutes within the School of Nursing: Councils, Departments, Standing Committees, Supplemental Committees, Ad Hoc Task Forces, Search Committees, School Promotion Committees Department Promotion Committees, and any other group as determined.

APPROVAL & REVISION HISTORY

Reviewed: 01/19, 02/24

Approved by Dean's Council: 01/19