

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

**TITLE OF POLICY:** COMMITTEE MINUTES RETENTION

**ORIGINAL DATE:** January 2019

**LAST REVIEWED/REVISED:** February 2024

**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: [https://www.library.pitt.edu/sites/default/files/asc/URM\\_Pitt\\_General\\_Records\\_Retention\\_Schedule.pdf](https://www.library.pitt.edu/sites/default/files/asc/URM_Pitt_General_Records_Retention_Schedule.pdf)

**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.

Reviewed: 01/19, 02/24

Approved by Dean’s Council: 01/19