

## **Governance (G)**

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### **Council (020 – 029)**

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### **Other Committees / Working Groups (060 – 069)**

G60	Working Groups and Task Forces
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### **Elections (070 – 079)**

G70	Elections
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**G01****General**

Consists of records relating to governance of the University in general that do not fit elsewhere in this section.

**Master Copy****Retention**

2 years after last action

**Disposition**

Destroy

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Review the "General" folder periodically to ensure that it does not contain documents that should have been filed under other records series.

**G02**

**University Ordinance and Statues**

Include University Ordinance, Statutes and Regulations.

**Master Copy**

**Retention**

Until superseded or obsolete

**Disposition**

Transfer to University Archives

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

**G03****Committee Membership**

Consist of membership of all the statutory committees of the University and their subsequent sub-committees if any.

**Master Copy****Retention**

Permanent

**Disposition**

Not applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Send up to date membership lists to University Archives at the end of each academic year.

**G10****Court Meetings**

Consist of meeting agenda and minutes, circulars and other papers (e.g., terms of reference) of Court.

**Master Copy****Retention**

Permanent

**Disposition**

Not applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G11****Court Committees**

Consist of meeting agenda, minutes, and circulars of the committees reporting directly to Court. Also include papers of any sub committees of these Court Committees.

**Master Copy****Retention**

Permanent

**Disposition**

No applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G20****Council Meetings**

Consist of meeting agenda, minutes, circulars and other papers (e.g., terms of reference) of Council.

**Master Copy****Retention**

Permanent

**Disposition**

No applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G21****Council Committees**

Consist of meeting agenda, minutes, and circulars of the committees reporting directly to Council. Also include papers of any sub committees of these Council Committees.

**Master Copy****Retention**

Permanent

**Disposition**

Not applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention



**G30****Senate Meetings**

Consist of meeting agenda and minutes, circulars and other papers (e.g., terms of reference) of Senate.

**Master Copy****Retention**

Permanent

**Disposition**

No applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G31****Senate Committees**

Consist of meeting agenda, minutes, and circulars of the committees directly reporting to Senate. Also include papers of any sub committees of these Senate Committees.

**Master Copy****Retention**

Permanent

**Disposition**

Not applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G40****Boards of Faculties**

Consist of meeting agenda, minutes and circulars of Boards of Faculties.

**Master Copy****Retention**

Permanent

**Disposition**

Not applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective faculty board for 25 years, then transferred to University Archives for permanent retention

**G50****HKU Convocation**

Consist of meeting agenda, minutes, and circulars of Convocation. Also include papers of its sub committees.

**Master Copy****Retention**

Permanent

**Disposition**

Not applicable

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G51**

**Disciplinary Committee**

Consist of meeting agenda, minutes, and circulars of Disciplinary Committee and its subcommittees if any.

**Master Copy**

**Retention**

Permanent

**Disposition**

Not applicable

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G52**

**Finance Committee**

Consist of meeting agenda, minutes, and circulars of Finance Committee and its sub committees if any.

**Master Copy**

**Retention**

Permanent

**Disposition**

Not applicable

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G53**

**Honorary Degrees Committee**

Consist of meeting agenda, minutes, and circulars of Honorary Degrees Committee and its sub committees if any.

**Master Copy**

**Retention**

Permanent

**Disposition**

Not applicable

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**

Retained by respective committee / office for 25 years, then transferred to University Archives for permanent retention

**G60****Working Groups and Task Forces**

Consist of meeting agenda, minutes, circulars and other papers of the working groups or task forces of the University.

**Master Copy****Retention**

10 years after last action

**Disposition**

Archives Review

**Other Copies****Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also****Retention Rationale****Filing Guidelines**



**G70**

**Elections**

Consists of records relating to the election process of members for the Statutory committees and its sub-committees where such elected-membership category exists. Include nominations forms, lists of candidates, their biographies and resumes, voting package, and election results.

**Master Copy**

**Retention**

5 years after election results declared final

**Disposition**

Archives Review

**Other Copies**

**Retention**

Until operational use ceases

**Disposition**

Destroy

**See Also**

**Retention Rationale**

**Filing Guidelines**