

|  |  |
|--|--|
| <b>Number:</b>                             | ADM-103  |
| <b>Title:</b>                              | Preservation of Official Records   |
| <b>Person responsible for enforcement:</b> | Secretary General  |
| <b>Entered into force:</b>                 | February 28, 2018  |
| <b>Approved:</b>                           | February 28, 2018 by the Board of Governors<br><i>This document replaces all previous regulations on this subject.</i> |
| <b>Exception:</b>                          | No exception to this regulation without prior written authorization from the Board of Governors                        |

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation defines the respective responsibilities in relation to the preservation of official records.

## 2. Regulation

- 2.1 The originals of all financial contracts, legal acts, leases, permits and other such documents are entrusted for safekeeping to the Vice-Rector, Administration.
- 2.2 The original requests and original minutes of the Board of Governors, Executive Committee and the Senate are entrusted for safekeeping to the Secretary General.
- 2.3 Rescripts, ecclesiastical and religious authorizations, interuniversity agreements and other such documents are entrusted for safekeeping to the Rector.
- 2.4 Contracts for teaching staff are signed in quadruplicate: for the professor, the relevant administrative unit, the Union, and the Human Resources Service.
- 2.5 Employment contracts with employees other than professors are part of the employee records and are filed in the Human Resources Service.

## 3. Archiving

Archiving of these documents must be in compliance with the *Records Retention Schedule* as referenced in Regulation *ADM-106 Archives*.