

Number:	ADM-103
Title:	Preservation of Official Records
Person responsible for enforcement:	Secretary General
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	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, Administration 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*.