UVic Retirees Association - 2018 Annual General Meeting

Secretary's Report on Records Management

anagement.

- define authorities, responsibilities, and accountabilities for Records M

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The Board of Directors approved in principle policies, procedures, strategies and guid

Records

- establish and maintain a UVRA

including the UVRA Retention Records

- the maintenance of the UVRA's Records Management program classification, retention, and disposition plan

and then implement a formal Schedule of Records for the Society's documents.

Respectfully submitted