

# GO: GOVERNANCE

Records related to the overall management and direction of GBC.

Record Code	Record Series & Scope Notes	Office of Record (Creating Office?)	Active Retention	Inactive Retention	Total Retention	Comments	Acts & Regulations (Government & GBC Policies)
GO000	<p><b>Policy &amp; Procedures</b></p> <p>Records related to the current policies and procedures pertaining to the governance of GBC.</p>	Any / All	S		S	For Policy Development see GO019.	
GO001	<p><b>Governance - General</b></p> <p>Records that are of a general nature, and for which no suitable classification code exists under this section.</p> <p><b>Includes:</b> President's correspondence, engagements, etc.</p>	Various Departments	C + 1	0	2	Some records may be retained by GBC Archives; contact Archives with questions.	FIPPA; Limitations Act; GBC Policies

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<b>GO002</b>	<b>GBC Organization</b>  Records related to the creation of and changes in GBC organization, and the execution of departmental responsibilities.  <b>Includes:</b> Organizational charts, reorganizational proposals, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
<b>GO003</b>	<b>Corporate Documents</b>  Records related to GBC's incorporation.  <b>Includes:</b> GBC incorporation, articles, by-laws, amendments, orders in council, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
<b>GO004</b>	<b>Strategic Planning</b>  Records related to GBC strategic planning which supports the corporate mandate and directives.  <b>Includes:</b> Mandate, goals, objectives, business plans, strategic plans, etc.  <b>Notes:</b> For Departmental Planning see AD028.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA

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<b>GO005</b>	<b>Institutional Plans</b> Records related to GBC's long term planning.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
<b>GO006</b>	<b>Annual Reports</b> Records related to the content and compilation of GBC and departmental annual reports.  <b>Includes:</b> GBC Annual Reports.  <b>Notes:</b> For departmental submissions see AD028.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
<b>GO007</b>	<b>Governance Meetings</b> Records related to meetings of the Board of Governors.  <b>Includes:</b> Meeting minutes, supporting documents, reports, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
<b>GO008</b>	<b>Board of Governors Retreats</b> Records related to the board of governors retreats.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies

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<b>GO009</b>	<b>Board of Governors Honouraria</b>  Records related to the payment of honouraria for Board members.	Executive Offices	C + 1	6	7		FIPPA; Limitations Act; Canada Income Tax Act; GBC Policies
<b>GO010</b>	<b>Board of Governors</b>  Records regarding the members of the GBC B of G.  <b>Includes:</b> Correspondence, CV, appointments, membership, addresses & telephone numbers, committee charters, profiles, etc.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
<b>GO011</b>	<b>Board of Governors' Functions / Events</b>  Records related to social functions attended or organized by the GBC B of G.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA

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<b>GO012</b>	<b>GBC Foundation</b>  Records related to administrative activities of the GBC Foundation by Executive Offices.  <b>Includes:</b> B of G meetings, funding budget, volunteers, etc  <b>Notes:</b> For Administrative -- Foundation see PR002; For Donors -- Foundation see FI036; For Fundraising -- Foundation see FI035.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
<b>GO013</b>	<b>Presidential Addresses</b>  Records related to internal and external addresses made by the President.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies
<b>GO014</b>	<b>Presidential Meetings</b>  Records related to institutional and government meetings attended by the President.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies

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<b>GO015</b>	<b>Executive Retreats</b>  Records related to retreats attended by GBC executives.  <b>Includes:</b> Agenda, minutes, background information, itineraries, accommodations, etc	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
<b>GO016</b>	<b>President's Functions / Events</b>  Records related to social functions attended or hosted by the President.	Executive Offices	C + 1	P	P		FIPPA; Limitations Act; GBC Policies; AODA
<b>GO017</b>	<b>GBC Alumni</b>  Records related to activities of GBC alumni.  <b>Includes:</b> Meetings, funding, volunteers, mailing lists, etc.	Alumni Relations  Executive Offices	S + 2	8	10	Some records may be selected for permanent retention in GBC Archives; consult Archives.	FIPPA; Limitations Act; GBC Policies
<b>GO018</b>	<b>Institutional Status</b>  Records related to GBC's status as a post secondary educational institution.  <b>Includes:</b> Diploma granting status, GBC history, etc.	Executive Offices Archives	C + 1	P	P	Some records may be selected for permanent retention in GBC Archives; consult Archives.	FIPPA; Limitations Act; GBC Policies

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<p><b>GO019</b></p>	<p><b>Institutional Policy Development</b></p> <p>Records related to the history, review, and development of GBC institutional policies.</p> <p><b>Includes:</b> Former policies, policy development, etc.</p>	<p>Executive Offices</p>	<p>C + 1</p>	<p>P</p>	<p>P</p>	<p>Some records may be selected for permanent retention in GBC Archives; consult Archives.</p>	<p>FIPPA; Limitations Act; Canada Business Corporations Act; GBC Policies; AODA</p>
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