

THE UNIVERSITY *of York*

Process for approval, release and storage of University committee minutes

Arising from queries raised in the context of the Freedom of Information Act 2000 (FOIA), the aim of the diagram on the next page is to clarify the process through which minutes of University committees are to be approved, released and stored, with particular reference to the requirements of FOIA. Further detailed guidance in respect of FOIA is available at:

<http://www.york.ac.uk/recordsmanagement/foi/staff.yrk/committees.pdf>

As advised in the previously circulated guidance note (16 March 2005), it is recommended that committee agenda items which might attract FOIA exemptions are identified by the authors of papers and committee secretaries at the earliest possible point, i.e. when the agenda is first drafted for consideration by the Chair. These possible exemptions can then be:

- (a) indicated on the paper in question and the agenda
- (b) acknowledged at the meeting
- (c) subsequently flagged up in the minutes

The advantage of this approach ('action at the point of creation') is that, in the event of later requests for release under the Act, the disclosure status of a paper or minute will not have to be considered wholly retrospectively and within a tight request deadline. An initial flag as to an item's potential sensitivity will also ensure that if a request is received, any sensitivity is recognised from the outset and the opinion of the information's authors/stakeholders can be considered most effectively.

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**Sally Neocosmos
REGISTRAR & SECRETARY**

