

## Proposed Academic Senate Policy on the removal of non-action item documents

For each academic senate meeting, supporting documents are posted along with the agenda and approved minutes on the BC Academic Senate webpage.

In the case that the Academic Senate Office is asked to remove documents, that the Academic Senate has not acted on, by Human Resources or a legal body, the Senate gives the authority to the Academic Senate President and available Senate Officers to make the determination for removal of such documents. This will ensure compliance with such requests be swift, especially when requests are submitted during times when the Academic Senate is not in session (winter/summer breaks).

In compliance with the Brown Act, such documents will be maintained in the Senate Office. Additionally, a removal of documents notification will be added to the next President's report.