

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 707.1

Title Records

Care, Maintenance and Disposal of College Records

The Secretary shall cause to be kept and preserved, according to the schedule below, all records herewith listed:

1. Secretary's financial records	Permanently
2. Treasurer's financial records	Permanently
3. Minutes of the Board of Directors	Permanently
4. Bonds and bond coupons	Permanently
5. Annual budget	Permanently
6. Annual audit reports	Permanently
7. Record of payments of judgments against the College	20 years
8. Written contracts	10 years
9. Canceled warrants, check stubs, bank statements, bills, invoices, and other related records	5 years
10. Annual financial reports	Permanently
11. Records of academic or disciplinary hearings	5 years
12. Recordings of closed meetings	1 year
13. Nonpayroll personnel records	7 years
14. Payroll records	3 years
15. Program grants	As determined by the grant

All personnel records shall be kept and preserved by the Board Secretary and shall be housed in the administrative offices of the college.

The Secretary shall not be required to preserve Board records permanently but is authorized, after microfilming them, to destroy, by burning or shredding, any records that have been in his/her custody for three years. A properly authenticated reproduction of any microfilmed record meets the same legal requirements as the original record.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of Last Revision 5/9/88

291.6; 304

Date of Current Revision 12/11/95

Related Administrative Procedures and Cross References _____