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.