

2004.

ADMINISTRATIVE REGULATIONS ON
RECORDS OF BOARD OF TRUSTEES

- 2004.1 It shall be the responsibility of the Superintendent to administer and maintain all regulations pertaining to official actions of the Board of Trustees.
- 2004.2 The official minutes of the Board of Trustees shall be maintained in the office of the Superintendent. Attached to the official minutes shall be any supporting or attendant documentation that is not set down verbatim in the minutes.
- 2004.3 The audio tapes of each Board of Trustees meeting will be kept in the office of the Superintendent-President for a period of two years. After the Assistant Secretary has completed preparation of the minutes, duplicate copies of the tape will be available upon request. Reimbursement of the actual cost of the tape will be required.
- 2004.4 Subsequent to the approval of the last set of minutes for the fiscal year, the official minutes for that year, including the attendant documents, shall be microfilmed and then bound and maintained as permanent copy in the office of the Superintendent.
- 2004.5 There shall be two sets of microfilm. One set will be maintained in the office of the Dean of the Pacific Coast Campus, and the other will be sent to Perpetual Storage in Sandy, Utah.
- 2004.6 All election records, including the call and official canvass, shall be maintained as permanent copy in the office of the Vice President, Administrative Services. One copy of each document will be microfilmed and bound along with the appropriate set of minutes of the Board of Trustees.
- 2004.7 All actions of the Board of Trustees as recorded in the minutes shall be indexed. Indexes commencing with 1978-79 fiscal year shall be microfilmed and bound every five years. Maintenance and storage shall be the same as for the official minutes.
- 2004.8 Conflict of Interest Disclosure Statements shall be maintained in the office of the Superintendent and shall be microfilmed and bound with the minutes for the year the Statements were submitted.