

CHAPTER:		DATE ADOPTED	NUMBER
ADMINISTRATION	Records	August 10, 1999 Revised June 12, 2001	203
SYNOPSIS:			
1	General Policy		
2	Board of Directors		
3	Personnel		
4	Students		
5	Bonds for Officers and Employees		
6	Inventory		
1	General Policy: The President or designee shall adopt regulations and procedures for records which shall include: type of record; responsible party; place of storage; length of storage; and type of disposition.		
2	Board of Directors: The Board Secretary shall keep and preserve records of business transacted by the Board.		
3	Personnel: The President or designee shall initiate and maintain a permanent employment record for each employee.		
4	Students: The President or designee shall initiate and maintain permanent academic student records. All permanent academic student records are to be preserved in original form and/or on data base.		
5	<p>Bonds for Officers and Employees: The Board Secretary and Board Treasurer shall each give bond to the College in such amount as approved by the Board. Bonds shall be included in the insurance policy of the College.</p> <p>All other employees directly involved with money shall be covered by a blanket bond in the amount determined by the Board.</p> <p>The Board Secretary and Board Treasurer may give bond under a single blanket bond covering other employees of the College.</p>		
6	Inventory: An inventory of all furniture and equipment shall be maintained. Equipment shall be defined as items whose initial cost is at least five thousand dollars (\$5,000.00).		