

# Policy

Policy # 2.01.06

Effective Date \_\_\_\_\_

<p><i>(Impact Area - Dept Name)</i></p> <p>Administration</p>	<p><i>(General Subject Area)</i></p> <p>Board of Trustees</p>	<p><i>(Specific Subject Area)</i></p> <p>Retention of Records</p>
	<p><b>Author:</b></p>	<p><b>Supersedes Policy #</b></p>
<p><b>Relates to Procedure #</b></p> <p>#2.01.06</p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation (if any):</b></p>		
<p><b>North Idaho College</b></p>		

Policy Narrative

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1. Internal operational notes, memorandums, and correspondence having only momentary significance need not be kept beyond one year.
2. External and internal correspondence concerning long range subjects or projects, agreements and contracts, etc. should be kept for a least five years, and longer if the subject of the correspondence indicates that such a period is desirable.
3. Minutes of the meetings of the board of trustees, college senate, and faculty assembly are to be sent on a regular basis to the college library.
4. Documents of probable historical value to a unit should be kept in appropriate permanent files.
5. Documents of probable historical value to North Idaho College should be transferred to the college library.