

## Financial and Administrative Records

Record Type	Description / Examples	Notes	Due at Archives
Budgets	Annual Budget	Paper preserved	Included with Board of Trustees Records transferred by the Secretary to the Board
Meeting Minutes	Board of Trustee Subcommittees: Budget & Finance; Audit; Investment	Paper preserved	Included with Board of Trustees Records transferred by the Secretary to the Board
Reports	Annual Financial Report		Archives will download pdf from website
Meeting Minutes	Safety Committee	Please deliver your <b>approved</b> committee minutes and attachments to the Archives in digital format (Pdf preferred) in a timely manner using this <a href="#">form</a> .	Submit after committee approval. See notes.
Reports	Financial Statements; Investment Performance Report; Trust/Annuity Report	Paper preserved	Included with Board of Trustees Records transferred by the Secretary to the Board
Minutes of College	Finance and Facilities Committee	Please deliver your <b>approved</b> committee	Submit after committee

<p>Standing Committees</p>		<p>minutes and attachments to the Archives in digital format (Pdf preferred) in a timely manner using this <a href="#">form</a>.</p>	<p>approval. See notes.</p>
<p>Planning Documents</p>	<p>Campus Facilities Master Plan</p>		<p>At time of publication</p>