

# COLORADO STATE UNIVERSITY SYSTEM

---

## Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 128: CSUS Board Public Record Retention Policy

---

### Board Policy

The public agendas, minutes and board meeting materials of the Board of Governors are vital historical records of the CSUS. Previous agendas, minutes and board material have been archived and converted to digital format and/or bound to be kept as permanent records. The purpose of this Board of Governors Record Retention Policy is to facilitate compliance with the Colorado Open Records Act (CORA) and Schedule 8 regarding Higher Education of the Colorado State Archives State Agency Records Management manual. The Office of General Counsel is the official custodian of records and is responsible for the oversight of the B retention in accordance with this policy. The Executive Assistant to the General Counsel is responsible for the maintenance of the records.

### Procedure and Guidelines

#### A. Document Creation and Publication

public records, including agendas and board materials, minutes and supporting documents shall be assembled and made available to members of the Board of Governors by the Executive Assistant to the Board of Governors. After each meeting of the Board, the agenda, minutes, and resolutions shall be posted on the Colorado State University System Board of Governors website by the Executive Assistant to the General Counsel.

#### B. Record Retention

3. Annually, the agendas and corresponding board materials and minutes from the prior fiscal year are to be bound and stored in the Colorado State University System Office as the official record of each Board meeting.
4. Annually, the supporting documents for the meetings of the previous fiscal year are to be scanned and posted to the public archive portal accessible through the CSUS Board of Governors website.
5. Audio recordings of meetings of the Board shall be retained as set forth in