

Business Procedures  
Series 800

Policy Title: Agency Business and Financial Records Code No. 814

**Policy Statement**

Heartland AEA business and financial records are retained as required by law.

**Scope of Policy**

The Board secretary/designee will keep and preserve the following records according to the schedule below:

	<u>Length of Preservation</u>
Recordings and Minutes of Board of Directors Closed Meetings	1 year
Bank Statements, Deposits, Cancelled Checks	
Bills, Invoices and other related records	5 years
Agreements/Contracts for Property and Casualty	
Insurance, Services and Others Similar in Nature	5 years
Payroll Records	5 years
Written Contracts Including Federal Agreements	10 years
Payment of Judgments Against the Agency	20 years
Open Meeting Minutes of the Board of Directors	Permanent
Director District Election Results	Permanent
Budget and Amended Budget Documents	Permanent
Annual Audit Reports	Permanent
Secretary's Financial Records	Permanent
Treasurer's Financial Records	Permanent
Property Deeds, Purchase or Lease Agreements for	
Real Property	Permanent
Personnel Records	Permanent

**Accountability Overview**

The records are kept and preserved either in their original form, microfilm, or in digital form. A properly authenticated reproduction of any microfilm or digital form record will meet the same requirements as the original.

Date of Adoption: July 9, 1991

Reviewed: 11/10/92, 9/8/98, 4/13/21

Amended: 12/8/92, 8/05, 6/10/14, 3/14/17