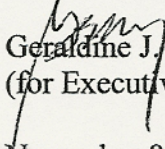




Office of Human Resources  
Memorandum

To: Pat Stubbs, Assistant, Board of Trustees  
Kay Barclay, Manager, Institutional Records

From:  Geraldine J. Tucker, Associate Vice President  
(for Executive Team)

Date: November 8, 2004

Re: ACC Board of Trustees Minutes

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The Executive Team has discussed the retention of the ACC Board of Trustees minutes. The new retention schedule is to be implemented December 1<sup>st</sup> as follows:

1. Board Minutes – Hard Copy - Retain in perpetuity (hard copy or electronic)
2. Minutes on the Web – Retain 3 years.
3. Videotapes of Board Meetings – Retain 3 years.

Please let me know if you have additional questions about his new practice.

xc: Dr. Stephen Kinslow, Exec. Vice President, Academic, Student & Campus Affairs  
Ben Ferrell, Vice President, Business Services  
Richard Smith, Interim Assoc. Vice President, IRT

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(We Can, We Will, We Care)*