

**681—10.2(305) Records system.** Each system shall incorporate the following:

- a.* Procedures dealing with records of transactions of the official business of the institution or board office, including design, handling, maintenance, filing, storage, and security.
- b.* Procedures dealing with utilization of space, equipment, and supplies.
- c.* Schedules for retention of records, and the form in which they are to be retained, either in offices or archives.
- d.* Schedules for destruction of records and the method to be used.
- e.* Standards for reproduction of records.