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.