

## **Record Keeping of Academic Council Business**

Records of Academic Council meetings and actions are maintained according to established policies and procedures of Passaic County Community College. The Records Custodian of the College is Ms. Evelyn DeFeis, Assistant to the President.

Specifically:

1. If the Recording Secretary chooses to tape-record an Academic Council meeting, she or he will hold the tape for 80 days after the approval of the Minutes. After this time the tape is erased and recycled.
2. Minutes, agendas, and supporting documents are kept permanently by the Office of the President. Minutes are posted on the Academic Council link of the PCCC website, and are available to members via Campus Cruiser.
3. Original Resolutions are kept in the Office of the President. Copies are distributed to the Academic Council President and the Vice President for Academic Affairs. Copies are also distributed to offices directly affected by any Resolution, such as Enrollment Management, the Passaic Academic Center, the Wanaque Academic Center, etc.
4. Attendance is taken at every meeting, with members assuming responsibility for signing their names on designated attendance sheets. Signed attendance sheets are scanned by the Recording Secretary and appended to the Minutes.
5. Handouts are not part of the Official Record. Only those supporting documents that are attached to a Resolution at the time of passage are to be included.
6. Although not mandated, the Academic Council President is advised to keep copies of all such documents throughout his or her term in office, for convenient reference.