

FINANCIAL RECORDS POLICY

Maintaining Financial Books and Records. All books and records of accounts, including, but not limited to, checks, drafts, or orders for the payment of money, notes, or other financial records as well as any and all minutes of meetings and other records of projects shall be maintained by the Agency for a period of seven (7) years from the date of such documents. Thereafter, such records shall be destroyed by the Agency except for Closing Binders or closing summaries of approved projects that have been successfully completed by the Agency. Those Closing Binders or records shall be maintained as long as the Bond for the project remains unpaid. The Agency shall otherwise keep correct and complete minutes of the proceedings of its Members and Committees for as long as the Agency is in existence.