

MINUTES

The secretary of the Board shall record the minutes of all Board Meetings. Minutes become official after approval by the Board and must be retained as a permanent record of the District. Minutes must be comprehensive and shall show:

- A. The Date, Time and Place of the Meeting;
- B. The Presiding Officer;
- C. Members in Attendance;
- D. Items discussed during the meeting and the results of any voting that may have occurred;
- E. Action to recess for executive session with a general statement of the purpose;
- F. Time of adjournment; and
- G. Signature of presiding officer and date minutes approved.

When issues are discussed that may require a detailed record, the Board may direct the secretary to record the discussion. Audio or video recordings will be maintained on file as follows:

- A. If the recording is transcribed *verbatim* (word for word), the recording must be retained for one (1) year; or
- B. If the recording is only used as a reference to create written minutes, the recording must be retained for six (6) years.

Unofficial minutes shall be delivered to Board Members in advance of the next regularly scheduled meeting of the Board and shall also be available to other interested citizens. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption.

A file of permanent minutes of all Board Meetings will be maintained in the office of the Board Secretary to be made available for inspection upon the request of any interested citizen. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

Cross Reference:

Board Policy	6570	Property and Data Management
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Legal References:

RCW	28A.400.030	Superintendent's Duties
	40.14.070	Destruction, Disposition, Donation of Local Government Records — Preservation for Historical Interest — Local Records Committee, Duties — Record Retention Schedules — Sealed Record

RCW 42.32.030 Public Meetings — Minutes

Management Resources:
Policy News, April 2010

Retention of Board Meeting Minutes

Revision Adopted: March 20, 2014
Adoption Date: September 16, 2002
College Place School District No. 250