

**Policy 215: Board of Directors' Records**

**Status:** ADOPTED

**Original Adopted Date:** 02/01/2000 | **Last Revised Date:** 05/01/2021 | **Last Reviewed Date:** 05/01/2021

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of board meetings and other required records of the Board.

It shall be the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed shall be attached. This information shall be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary has completed the minutes within two weeks of the board meeting.

---