

Policy 215: Board of Directors' Records

Status: DRAFT - 1st Reading

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.

I.A.C. Iowa Administrative Code

281 I.A.C. 12.3

Description

[Administration](#)

I.C. Iowa Code

Iowa Code § 21

Description

[Open Meetings](#)

Iowa Code § 22

[Open Records](#)

Iowa Code § 279.8

[Directors - General Rules - Bonds of Employees](#)

Iowa Code § 291.6

[Board Officers - Duties of Secretary](#)

Iowa Code § 291.7

[Board Officers - Monthly Statements](#)

Iowa Code § 618.3

[Publication and Posting of Notices - Requirements for Newspaper](#)

Iowa Code § 279.35

[Directors - Powers and Duties-Publications of Proceedings](#)

Iowa Code § 279.36

[Directors - Powers and Duties-Publications Procedures and Fees](#)

Cross References

206.03

Description

[Secretary-Treasurer of the Board](#)

206.04

[Individual Board Members](#)

208

[Board Committees](#)

208-R(1)

[Board Committees - Regulation](#)

210.08

[Agenda Board Meetings](#)

210.08-R(1)

[Agenda Board Meetings - Regulations](#)

210.08-E(1)

[Agenda Board Meetings - Order of Regular Business Meeting](#)

708

[Care, Maintenance and Disposal of School District Records](#)

901

[Public Examination of School District Records](#)