

## **Minutes**

The secretary of the board keeps the minutes of all board meetings. Minutes become official after approval at the board's next regularly scheduled meeting and must be retained as a permanent record of the district. Any other verbatim records of a meeting shall be destroyed after the minutes have been approved. Minutes must be comprehensive and will 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 will be provided to board members in advance of the next regularly scheduled meeting of the board and will 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 References: 6570 - Property and Data Management

Legal References: RCW 28A.400.030 Superintendent's duties  
RCW 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 Minutes

Management Resources: 2010 - April Issue

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