

Board of Directors

Minutes

The secretary of the Board is responsible for causing minutes to be kept 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.

Minutes will 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.

Unofficial minutes will be provided to Board members in advance of the next regularly scheduled meeting of the Board.

A file of official 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, official minutes will not be destroyed until approved for destruction by the appropriate personnel. Minutes will be preserved in a manner that protects them from loss and is compliant with the retention requirements set forth in the applicable state records retention schedule.

Cross Reference: Policy 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

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