

## MINUTES

The secretary of the board will keep the minutes of all board meetings. Minutes become official after approval by the board and shall be retained as a permanent record of the district. Minutes shall 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.
- 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 shall be maintained on file as follows:

- If the recording is transcribed *verbatim* (word for word), the recording may be destroyed after one (1) year.
- 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 delivered 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.

Cross Reference:      Board Policy 6570              Property and Data Management

Legal References:      RCW 28A.400.030              Superintendent's duties  
                                  RCW 40.14.070                Destruction of records  
                                  RCW 42.32.030                Public meetings—Minutes

Management Resources: *Policy News*, April 2010 Retention of Board Meeting Minutes

Adoption Date: March 26, 1987

Revised: March 14, 1991

August 20, 1997

March 19, 2003

May 16, 2012