

BOARD OF DIRECTORS' RECORDS

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 will include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member with the schedule of bills allowed attached. This information shall be furnished within two weeks of the board meeting; information needs to be at newspaper office within two weeks but not necessarily published within two weeks, and to published in a newspaper designated as the newspaper for official publication. 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 transcribes the notes into typewritten material which has been proofread for errors and retyped.

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3 (2013).
281 I.A.C. 12.3(1).
1982 Op. Att'y Gen. 215.
1974 Op. Att'y Gen. 403.
1952 Op. Att'y Gen. 133.

Cross Reference: 206.3 Secretary-Treasurer
209.1 *Ad Hoc* Committees
211.9 Board Meeting Agenda
212 Open Meetings
213 Closed Sessions
708 Care, Maintenance and Disposal of School District Records
901.1 Public Examination of School District Records

Approved 1/1993 Reviewed 12/12/00 Revised 10/16/17
12/10/07 8/12/24
12/10/12