

Minutes and Records

The Clerk of the Board shall record the minutes of all open Board meetings. Minutes become official after approval by the Board and shall be retained as a permanent record of the District. When issues are discussed that may require detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim records of a meeting may be destroyed after the minutes have been approved pursuant to § 20-1-212, MCA. Minutes shall be comprehensive and shall show:

1. The date, time and place of the meeting
2. The presiding officers
3. Members in attendance
4. Items discussed during the meeting, wording of motions and the voting record of each Trustee present
5. A detailed statement of all expenditures (name of business or person and services rendered or goods furnished)
6. Purpose of recessing to executive session
7. Time of adjournment

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board and may 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 Clerk to be made available for inspection upon the request of any interested citizen. A written copy shall be available within five (5) working days following approval by the Trustees at a cost not to exceed 15¢ a page. A copy to the press shall be furnished at no cost.

Records Management

The Board recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. (Those records restricted by state and federal law.) The public records of the District shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group. The District Clerk shall serve as the District records officer.

Legal Reference:	§2-3-212, MCA §20-1-212, MCA §20-3-323(2), MCA §20-6-101, et. seq., MCA §20-9-215, MCA	Minutes of meetings Destruction of old records by an officer District policy and record of acts Public Records Records Destruction
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Policy History:
 Adopted on: 2008-09
 Revised on: 08-2018: