

BOARD MEETING MINUTES

Since the official minutes of the Board are the only basic legal record, it is important that they be recorded with extreme care and completeness. The Board secretary shall adhere to the following guidelines in recording Board minutes:

- ▶ The minutes should be typewritten and pages numbered.
- ▶ All minutes should be signed by the proper officers of the Board.
- ▶ An accurate copy of all contracts approved, policies adopted and the content of consent agendas voted on shall be attached to the typewritten minutes or kept with a direct reference to the minutes addressing that item.
- ▶ Once the minutes are approved, all handwritten notes can be destroyed. Any magnetic tapes must be retained for one (1) year after being recorded in the official minutes. Tapes not recorded in the official minutes must be retained permanently.
- ▶ The original minutes book and supplemental information should be secured in a fireproof safe, vault or file in the central administration office.
- ▶ A duplicate set of minutes should be kept in a designated place in the central administration office or be otherwise readily available for inspection following approval by the Board.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: Re-adopted 6-28-12

Revised:

Legal Refs: §§ 109.180 - .195, 610.010 - .035, RSMo.
Public School District Retention Manual

Dent-Phelps R-III School District, Salem, Missouri