

Series 200 – School/Board of Directors

Policy Title: **Board Records**

Policy Code No. 215

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 meeting shall include as a minimum the following items: a record of the date, time, place, members present and absent, action taken and the vote of each member with the schedule of bills allowed attached. Within two weeks of the board meeting, this information shall be furnished for publication to the official newspaper designated as the newspaper for official publication. The information does not need to be published within two weeks. 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.

Date of Adoption	08/14/1989
Review Date	02/22/2016
Revision Date	02/22/2016

Legal Ref.: 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 Ref.:	206.3	Secretary
	206.4	Treasurer
	208	Ad Hoc Committees
	210.8	Board Meeting Agenda
	212	Closed Sessions
	708	Care, Maintenance and Disposal of School District Records

Series 200 – School/Board of Directors

901 Public Examination of School District Records