Minutes

The Secretary of the Board keeps the minutes of all board meetings. Minutes become official after approval by the Board and must be retained as a permanent record of the District. Minutes must be comprehensive and will show:

1. The date, time and place of the meeting.
2. The presiding officer.
3. Members in attendance.
4. Items discussed during the meeting and the results of any voting that may have occurred.
5. Action to recess for executive session with a general statement of the purpose.
6. Time of adjournment, and
7. 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 will be maintained on file as follows:

A. If the recording is transcribed verbatim (word for word), the recording must be retained for one (1) year; or
B. 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 shall 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. Except as otherwise provided by law, permanent minutes will not be destroyed until approved for destruction by the appropriate district personnel. Permanent minutes should be preserved in a manner that protects them from loss.

Legal Reference:	RCW	28A.400.030	Superintendent's duties
		42 .32 .030	Public meetings--Minutes
		40 .14 .070	Destruction of local records
	WAC	414-24-060	Records retention

Bremerton School District

Adopted:	11/17/83		
Revised:	12/14/89	3/19/98	8/20/98
	02/21/2019		
Affirmed:	2/26/87	8/13/92	