

## **BEDG - MINUTES**

### *Category R*

The secretary shall keep a timely record of the actions of Board meetings. The minutes of the Board shall be kept in an official minute book and shall include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes shall be kept in accordance with RSA 91-A:2 and 3(III) and shall be held in the custody of the Superintendent, who shall make them available for public inspection no later than five business days after the public meeting to interested citizens on request (72 hours for minutes of non-public sessions which are not sealed). Sealed non-public minutes shall be physically sealed in a manner which reduces the risk of inadvertent disclosure. All minutes shall be deemed a permanent record of the District and shall be kept in a manner which shall permanently preserve the records.

### **Legal References:**

*RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions*

*RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection*

*RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public*

First Reading: 10/23/07

Second Reading: 11/13/07

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