

**Policy 215: Board of Directors' Records****Status:** ADOPTED**Original Adopted Date:** 4/11/1968 | **Last Reviewed Date:** 12/11/2023 | **Last Revised Date:** 05/13/2019

The board will 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 is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for 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 and retyped.

**NOTE:** *The requirements in the second paragraph are all legal requirements.*

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3.  
281 I.A.C. 12.3(1).

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 21	Open Meetings
Iowa Code § 22	Open Records
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 291.6	Board Officers - Duties of Secretary
Iowa Code § 291.7	Board Officers - Monthly Statements
Iowa Code § 618.3	Publication and Posting of Notices - Requirements for Newspaper
Iowa Code § 279.35	Directors - Powers and Duties-Publications of Proceedings
Iowa Code § 279.36	Directors - Powers and Duties-Publications Procedures and Fees
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 12.3	Administration

## Cross References

Code	Description
206.03	<a href="#">Secretary (I, II)</a>
206.04	<a href="#">Treasurer</a>
208	<a href="#">Ad Hoc Committees</a>
208-E(1)	<a href="#">Ad Hoc Committees - Exhibit</a>
210.08	<a href="#">Board Meeting Agenda</a>
210.08-EH(1)	<a href="#">Board Meeting Agenda - Example</a>
210.08-EH(2)	<a href="#">Board Meeting Agenda - Example (with closed session)</a>
708	<a href="#">Care, Maintenance and Disposal of School District Records</a>
901	<a href="#">Public Examination of School District Records</a>