

**Klamath County  
School District**

Code: **BDDG**  
Adopted: 5/17/07  
Readopted: 4/17/12  
Orig. Code(s): BDDG

**Minutes of Board Meetings**

1. Minutes of the meetings of the Klamath County School District Board are a public record and shall be complete in recording official acts of the Board.
2. Minutes of Board meetings shall not become official and public record until approved by the Board.
3. An official copy of the minutes shall be kept in the office of the superintendent/clerk and shall be available for public scrutiny during business hours and when the Board is in session.
4. The district office will alert secretaries and administrators via email about approval and posting on the district website of the Board meeting minutes.
5. Minutes of executive session will be kept in accordance with the requirements of Oregon's Public Meetings Law. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held under ORS 192.660, the material may be withheld from disclosure.

END OF POLICY

---

**Legal Reference(s):**

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).