

Scappoose School District 1J

Code: **BDDG/BDDK**
Adopted: 10/11/94
Orig. Code(s): 1160.4; 1310.2

Minutes of Board Meetings

The Board shall cause written minutes to be kept of all meetings of the Board. Minutes of the meetings of the Board are a public record and shall be complete in recording official acts of the Board.

An official copy of the minutes shall be kept in the office of the clerk and shall, during business hours and when the Board is in session, be available for public scrutiny.

In addition to the written minutes, the Board may, at its option, direct that a record of any meeting be kept in the form of a sound tape recording. However, the sound tape recording shall not be a substitute for the written minutes and shall only be considered as a supplement to the written minutes. In all instances, the written minutes shall constitute the only official, formal record of the Board meetings.

All sound tape recordings shall be stored at the administration office under the supervision of the superintendent in a manner that prevents erasure or destruction. The sound tape recordings of Board meetings shall be kept by the superintendent for a period of not less than 365 days following the meeting of which they are a record. Upon the expiration of 365 days from the date of the meeting, the sound tape recording of that particular meeting may be erased or destroyed by the superintendent or his/her designated representative unless the Board directs otherwise.

Except for minutes of meetings conducted in executive session and except where otherwise exempted by law, the sound recordings of Board meetings shall be deemed public records. As public records, they shall be made available for public inspection and listening at the office of the superintendent during regular office hours. The district shall not be required to provide duplicate recordings of the sound tapes to the general public.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.710](#)

[ORS 332.061](#)

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