

The district clerk shall keep or cause to be kept, complete and accurate records of board meetings.

Copies of the minutes shall be sent to all members for their review with the agenda and materials for the following month's regular meeting. The minutes will be submitted for approval at the next meeting.

The official minutes shall become permanent records and be kept in the district office. These records may not be removed from the district office except upon authorization of the board. Inspection of the records may be made by interested citizens upon request, at the district office by appointment during regular business hours as scheduled. Proceedings of Board meetings including a statement of receipts and expenditures in the aggregate shall be published in accordance with state law.

## **Legal References:**

## **Cross References:**

**Adoption Date:** 1/19/2015