

**MINUTES OF PROCEEDINGS**

Written minutes of the meeting will include:

- The date, time and place of the meeting;
- The members of the Board of Trustees who were present or absent;
- The substance of all matters proposed, discussed or decided;
- A record of each trustee's vote on any matter decided;
- The substance of any remarks made by any member of the general public who addresses the trustees if he/she requests that the minutes reflect the remarks;
- A copy of prepared written remarks if a member of the general public requests that they be included; and
- Information any trustee requests to be included or reflected in the minutes.

The Board of Trustees shall approve the minutes of meetings within 45 days after the meeting. The Clerk shall sign the approved minutes.

The public has the legal right to inspect minutes or audio tape recordings of meetings within thirty working days after adjournment of the meeting.

Minutes have permanent value. The school district shall bind the approved minutes and keep them in the Office of the Superintendent for five years. After five years, the school district may transfer minutes for archival preservation per the applicable statutes. The school district must retain audio tapes of meetings for at least one year after adjournment of the meeting at which they were recorded.

Minutes of closed meetings become public records when the Board of Trustees determines that the matters discussed no longer require confidentiality and the person whose character, conduct, competence or health was discussed has consented to their disclosure. Any person whose character, conduct, competence or health was discussed in a closed session has the right to request and receive a copy of the minutes whether or not they become public and a right to inspect the audio tape of the meeting.

The school district will make the records of any closed session available to the Attorney General upon request.

Reviewed: September 15, 2015

Adopted: June 28, 1995

Revised: October 27, 2015

NEPN/NSBA Classification: BEDG

Legal Reference: NRS 239.080, 239.121 through 239.125 & 241.035