

ADMINISTRATION

Agendas, Minutes and Records

1. The Chairperson shall establish agendas for the Trustees' meetings. The Chairperson shall endeavor to provide the agenda, together with materials relating to the subject matter of each meeting, to the Trustees prior to each meeting.
2. Minutes shall be kept of all Trustee meetings. The minutes shall be circulated in draft form to the Trustees to ensure an accurate record, and shall be approved at a subsequent Trustee meeting.
3. The Chairperson may delegate his or her responsibilities regarding agendas, minutes and records, in accordance with the Trust's delegation procedure.
4. The Trustees shall keep records of all decisions and of all interpretations of documents and policies and procedures.
5. The Trustees shall keep records in accordance with records management and retention policies and procedures.

Cross References: [Trust Procedure 110.7P](#)
 [Trust Policy 430](#)

[Trust Policy 450](#)
[District Policy 6560](#)
[District Procedure 6560P](#)

Delegation of Duties
Health Insurance Portability and
Accountability Act of 1996 (HIPAA) –
Privacy and Security (referencing HIPAA
Privacy, Security, and Reportable Breach
Notification Policies)
Records Retention and Management
Records Management and Retention
Records Management and Retention

[General Records Retention Schedule](#), School Districts and Educational
Districts, provided by the Office of the Secretary of State, Division of
Archives and Records Management

Adopted: August 29, 2005
Revised: January 24, 2011
Revised: June 14, 2017