

## 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 ~~regarding benefit document interpretations and benefit claim determinations~~ 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	Delegation of Duties
	<del>Trust Procedure 410.1P</del>	<del>Claims Procedure</del>
	Trust Policy 430	Health Insurance Portability and Accountability Act of 1996 (HIPAA) – Privacy and Security (referencing HIPAA Privacy <del>Manual, as amended for,</del> Security, <u>and Reportable Breach Notification Policies</u> )
	Trust Policy 450	Records Retention and Management
	District Policy 6560	Records Management and Retention
	District Procedure 6560P	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

Document comparison by Workshare Professional on Thursday, May 04, 2017  
3:20:20 PM

Input:	
Document 1 ID	interwovenSite://DMS/LEGAL/135407770/1
Description	#135407770v1<LEGAL> - 110.5P - Agendas, Minutes and Records
Document 2 ID	C:\Users\ROGEN\My Documents\NRPortb\LEGAL\ROGEN\135407770_2.doc
Description	C:\Users\ROGEN\My Documents\NRPortb\LEGAL\ROGEN\135407770_2.doc
Rendering set	Perkins

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
<del>Moved from</del>	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	7
Deletions	5
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	12