

## **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.

Cross References:

- [Trust Procedure 110.7P](#)
- [Trust Procedure 410.1P](#)
- [Trust Policy 430](#)
- [Trust Policy 450](#)
- [District Policy 6560](#)
- [District Procedure 6560P](#)

Delegation of Duties  
Claims Procedure  
Health Insurance Portability and  
Accountability Act of 1996 (HIPAA) –  
Privacy and Security (referencing HIPAA  
Privacy Manual, as amended for Security)  
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