

RULES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS

BOARD RULE 2.04 MEETING MINUTES

(1) An audio recording of each regular meeting of the Board and its committees shall be made, and a verbatim transcript of meetings of the Board shall be made. Additionally, where required by legal reasons or judged advisable by the committee's chair, a verbatim transcript of a committee meeting shall be made.

(2) These verbatim transcripts shall be bound and kept in the custody of the Office of Board Governance.

(3) Except for meetings of the Board, or portions thereof exempted from disclosure under state and federal law, such recordings and transcripts, although they do not constitute official actions by the Board, are nevertheless public records and shall be available for inspection or sale in the Office of Board Governance during regular office hours. The price of these recordings and transcripts shall be fixed by the Board Clerk/Chief Officer, Office of Board Governance, with the expense of duplication being given primary consideration. All such audio recordings or transcripts sold must contain the statement that they are recordings or transcripts only and do not constitute official actions by the Board.

(3) The notes of the court reporter or of the Board Clerk, as well as audio recordings of meetings of the Board and its committees, shall be kept permanently in the custody of the Board Clerk/Chief Officer, Office of Board Governance.

History: Revised 11-19-15; 03-24-22
Legal Ref.: W.S. 16.61(3)(e), 19.21(6) (7); 19.32(1); 19.35; 19.36; 19.55; 119.18(2), (22)
Cross Ref.: Board Rule 1.02 Regular Board Meetings
1.03 Special Board Meetings
1.15 Board Proceedings
2.02 Committee Meetings
Bd. Gov. Policy 4.15 Records Management
Admin. Policy 9.13 Records Retention and Destruction
MPS Records Retention Schedule

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