

ADOPTED: February 26, 1974

CODE: II-B-3

REFERENCE : Board Minutes

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OFFICIAL MINUTES AND OTHER RECORDS

The official minutes of the Board of Education and other records of the Board shall be kept in a safe place by the Secretary of the Board. He/she may make them available at his/her office to any citizen desiring to examine them during the hours when the office is open if the citizen demonstrates to the Board of Education that he/she wishes to examine the records for a lawful and substantial purpose. In addition, any examination of the records shall be at the expense of the person examining same and shall be under the supervision of the Board or, its agent.

The Secretary of the Board shall deliver, in proper condition, all records and property pertaining to his/her office to his/her successor.