

<b>Issue Date</b>	<b>May 13, 1998</b>
<b>Revision Date</b>	<b>April 15, 2021</b>
<b>Review Year</b>	<b>2022</b>

**Background/Purpose:**

Boards are required to maintain records of all proceedings of Board meetings and Board Committee meetings including agenda and minutes. In addition, the approved budget, by-laws, legal agreements, accounts and financial statements are available to School employees and members.

**Policy Statement:**

The Board will maintain accurate records of all proceedings of the Board and Board committee meetings required by the Education Act.

**Guidelines:**

Responsibilities will be shared among several groups or organizations.

1. The following records and documents will be made available to school employees and members upon request:
  - a. The approved agendas and minutes of public Board meetings;
  - b. Record of proceedings of all Board committee meetings;
  - c. The annual budget approved by the Board;
  - d. All legal agreements entered into by the Board (exclusive of student or employee records or contracts); and
  - e. Audited financial statements for the previous year's operations.
2. The Secretary Treasurer or their designate is responsible for the maintenance of Board and Board Committee recorded minutes and records.
3. The Secretary Treasurer is responsible for responding to requests from school employees or members for public documents and records.

**Accountability:**

*Annual monitoring by Board of Directors.*