

## Eastern Trail Management District

### Custodian of Records Policy

**Purpose:** To provide guidelines for the preparation, distribution and archiving of certain ETMD documents

**History:** Adopted December 8, 2004  
Amended – Purpose, Formatting, Sections I, II-A, D & E - Proposed Amendments

#### I. Advance Materials for Board Meetings.

The Board and staff require time to read and consider critical background information and/or a consultant's analysis of materials before being required to take action. Failure to provide adequate lead-time restricts the ability of the Board or staff to perform its role. Preference is to provide advance notice and a copy of all supporting documents 4 business days prior to a meeting.

Financial reports are exempt from the 4 business days in advance requirement and can be distributed when available including at the meeting during which it may be acted upon.

#### II. Board Meeting Minutes

- A. Preparation of Minutes** – The ETMD Administrative Consultant shall be responsible for taking and preparing the meeting minutes. If the Consultant is not present the Secretary shall take the minutes. If the Secretary is not present the President will appoint someone to take minutes during the meeting.
- B. Promptness of Minutes Preparation** - Minutes are expected to be provided within two (2) weeks following a meeting.
- C. Quality of Minutes** – The Consultant shall aspire to produce minutes that are error free that can be approved by the Board without amendment.
- D. Attachments** – Both the draft minutes and the final adopted minutes shall contain any attachments that were part of an official board action or significant discussion. This shall not apply to materials that for reasons of practicality are too large to attach; in such a case the document can be incorporated by reference. Agreements that are currently under negotiation will not be included as attachments to the minutes.
- E. Archiving** – Upon final approval of a set of minutes by the Board, a clean copy containing any amendments/corrections made shall be generated by the Consultant.
  - 1. Hard Copy** – The adopted minutes together with all attachments and the attendance sign-in sheet shall be fastened together. The Consultant shall write the date that the minutes were approved by the Board and initial the entry. The notated copy should then be placed in the permanent files.
  - 2. Electronic Copy** - The adopted minutes together with all attachments and the attendance sign-in sheet should be converted into an electronic PDF. An electronic note should be attached that contains the date the minutes were approved by the Board and the Consultant's initials. The PDF should be stored in the ETMD's electronic storage system. This shall also be used to post the minutes to the ETMD Website as outlined in Section III of this Policy.

#### III. Document Posting & Indexing on the ETMD Website

As part of consultant's responsibilities as custodian of official records ETMD will provide a web site to be used by persons seeking information. Agendas, minutes and official documents will be placed on the web site and indexed. Documents will be placed on the web site within 7 days of official action by ETMD. Agenda items will be placed on the web site when distributed to ETMD.