

**BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**REQUEST FOR MINUTES OF BOARD MEETINGS**

NRS 241.035 requires written minutes be kept by all public bodies of each meeting they hold, regardless of whether the meeting was open or closed to the public. Minutes of public meetings are declared by the Open Meeting Law to be public records and must be available for inspection by the public within 30 working days after the meeting is adjourned.

Any meeting of a public body may, at the body's discretion, be recorded on audiotape or any other means of sound or video reproduction. If a meeting is recorded, the recording must be retained by the public body for at least one year and is a public record and must be made available for inspection by the public during the time the record is retained. Recordings of closed sessions made by public bodies must also be retained for at least one year, but are given the same protection from public disclosure as minutes of closed sessions.

Requests for minutes or tapes of public or closed sessions must be in writing designating the meeting date, subject of discussion and name of person requesting information.

It is understood that closed session minutes or tapes are confidential and not public record. The release of any of this information requires written permission from the individuals discussed (board members, administrators, staff, students and parents.)

ADOPTED:

REVIEWED: 7/15/07, 9/14/08, 7/15/09, 7/22/10

REVISED: 04/23/98

LEGAL REFERENCE: NRS 241.033 - 241.035

REVIEW RESPONSIBILITY: Superintendent

JULY