



MINUTES POLICY

- 1) Minutes are to be either handwritten or typed during each Board of Commissioners meeting. Those handwritten notes are to be used in conjunction with recordings of each meeting: Regular, Special, Agenda; to draft the minutes for approval from the Board of Commissioners.
- 2) The handwritten or typed notes are to be filed with other Clerk notes in the designated, secured file after transcription.
- 3) The Manager/Clerk will ensure that the proper N.C.G.S. is referenced in the Open Session Meeting Minutes indicating the Board is entering Closed Session.
- 4) Within two days of the meeting, Minutes are to be drafted and sent to the Manager/Clerk for review.
- 5) The Manager/Clerk will file the drafts with the other materials gathered for the next Board meeting and ensure they are on the next Agenda for approval.
- 6) The Minutes as drafted will be available for signature by the Mayor and Manager/Clerk at the Meeting during which the Minutes are approved without the draft watermark. If Minutes are corrected, the corrected version will be made available for signature the next business day, and the draft version presented will be included with the package filed as official.
- 7) The Official Minutes will consist of: the agenda, signed minutes and other documents approved, any handouts from the meeting, and all attachments provided to the Board for the meeting.
- 7) The Official Minutes will be filed in the official book and scanned and uploaded to the website for Public access.
- 8) Recordings will be uploaded to the Clerk's folders electronically. Once confirmation of successful upload is received, recordings will be deleted from the device.
- 9) The Manager/Clerk will take notes during all Closed Session Meetings, unless the Manager is excluded by the Board from those meetings, in which case, another member of the Staff will take Minutes from the meeting.
- 10) The Manager/Clerk will copy all Closed Session Minutes and deliver them personally to the Board and Mayor in sealed envelopes for review at the beginning of the meeting date on which those Minutes are up for approval. Closed Session Minutes will not leave the Town Hall, and copies will be returned to the Manager/Clerk after approval for shredding. The approved copy of the Closed Session Minutes will be available for signature the evening of approval, and immediately filed into the Closed Session Minutes book in a secure location.
- 11) The Official Open Session Minutes will be sent to the State for archiving annually after the December Minutes are filed. Once archived, these books may be moved to the File Room for storage. These Minute Books will be kept in perpetuity.
- 12) The Official Closed Session Minutes will be sent to the State for archiving every 5 years or 600 pages (as prescribed by State guidelines). Closed Session Minute Books will be kept in a secure location, and will be kept for perpetuity.



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- 7) The Official Minutes will be filed in the official book and scanned and uploaded to the website for Public access.
- 8) Recordings will be uploaded to the Clerk's folders electronically. Once confirmation of successful upload is received, recordings will be deleted from the device. Recordings will be held from one Fiscal Year until January of the next Calendar year, then deleted. Any audio Minutes can be reviewed at Town Hall with an appointment.
- 9) The Manager/Clerk will take notes during all Closed Session Meetings, unless the Manager is excluded by the Board from those meetings, in which case, another member of the Staff will take Minutes from the meeting.
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- 11) The Official Open Session Minutes will be sent to the State for archiving annually after the ~~December~~ June Minutes are filed. Once archived, these books may be moved to the File Room for storage. These Minute Books will be kept in perpetuity.
- 12) The Official Closed Session Minutes will be sent to the State for archiving every 5 years or 600 pages (as prescribed by State guidelines). Closed Session Minute Books will be kept in a secure location, and will be kept for perpetuity.