

The Secretary, or the Secretary's designee, shall keep a record of the actions of the board meetings. The minutes of the board shall be kept in an official minute book and shall include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of the draft minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes shall be kept in accordance with the law, and will be in the custody of the Superintendent, who will make them available not more than five business days after the meeting to interested citizens on request. (72 hours for minutes of non-public sessions).

**Board meeting minutes of non-public sessions shall be sealed, when appropriate, under RSA 91-A:4. The exterior of the envelopes shall be marked as to the general nature of the subject discussed. When the board deems appropriate under the law, those minutes shall be unsealed and made available for public review as required.**