
Procedure Title: Meeting Records Retention
Procedure Number: 06-2006-0003
Board Policy Reference: II.A. Governance Commitment

Accountable Administrator: President
Position responsible for updating: President
Original Date: 2-23-06
Date Approved by Cabinet: 10-23-18
Authorizing Signature: *Signed original on file*
Dated: 10-23-18
Date Posted on Web: 03-07-22
Revised: 10-18
Reviewed: 03-22

Purpose/Principle/Definitions:

It is important to maintain meeting minutes from the college's governing structure for reasons of institutional memory, tracking of changes in procedures, and maintaining records of previous work. The President's Office will be the central repository of this information.

Guidelines:

- All committees will produce meeting minutes and agendas for each meeting that are approved by the committee.
- Meeting minutes will include, at a minimum, the committee composition by title or representative group and name; who was present or absent; the main points discussed at the meeting; a record of the motions made, seconded, and passed noting person performing each action; and tasks or actions required for the next meeting.
- An electronic copy of the meeting minutes will be sent to the Executive Assistant in the President's Office within two weeks of each meeting. Submissions will include all handouts or other documents presented or handed out in the meeting.
- The recorder will post the full approved or unapproved minutes of each meeting on the BMCC Web site. If unapproved minutes are posted, approved minutes will need to be reposted if the committee makes any changes prior to approval. Please note: minutes should be notated as approved or unapproved.
- It is the responsibility of the committee chairs to ensure that recorders complete the above actions.