



### **Records Policy**

The MOA Secretary shall assign the General Manager or designate to fully record the proceedings for all Official MOA Board and Town Hall Meetings. The Open Session, including Open Forum, and Town Hall proceedings shall be placed on the MOA internal member website within three business days with different recording files for each major agenda topic.

The MOA Secretary via the General Manger or designate shall prepare the draft meeting minutes within three business days for review by that meetings acting Chair and acting Secretary. Upon their approval, the draft minutes shall be placed on the same website within three business days. Upon formal approval of the meeting minutes, the draft shall be removed, but the recordings shall remain online for at least 180 days and thence thereafter shall be filed in the MOA archives for future reference.

This policy was approved by the MOA Board of Directors at their Regular Meeting on July 30, 2010.