



Robin Faye Lindeen Blakeley <rlindeen@corbett.k12.or.us>

Follow-Up & Summary: July 22, 2025 Admin Pros Connection Meeting

Jennifer Nelson <jnelson@osba.org>

Thu, Aug 14, 2025 at 3:53 PM

To: Robin Lindeen-Blakeley <rlindeen@corbett.k12.or.us>

Hi Robin,

Thanks for reaching out, and I hope you're getting at least a little time to enjoy summer amid all your HR and board support duties!

You're absolutely right to check on this. The guidance your new board member received from OGE is accurate in that **under current law, audio or video recordings *can* serve as the official meeting minutes** for public meetings in Oregon and I am told that minutes approval is not actually required by law. However, OSBA is currently recommending that **school boards continue to prepare and approve written minutes** in addition to retaining recordings.

Here's why:

- **The Oregon State Archives retention schedules still rely on written, board-approved minutes** to determine the required retention period for several public records, including notices, agendas, supplemental materials, and executive session documentation.
- **School board minutes are considered permanent records**, and using recordings as the official minutes would require those recordings to be retained permanently.
- **There are potential long-term concerns** with this, including storage capacity, file format obsolescence, and future readability or accessibility of audio/video files over decades – all issues that don't impact traditional written minutes in the same way.

Until the State Archivist has an opportunity to reconcile these incongruencies with the new public meeting laws or provide updated guidance, we recommend that districts continue with the long-standing practice of maintaining written minutes for approval and archival.

I briefly reviewed the policy you attached, and believe it's still aligned with OSBA's current sample language. I'm not aware if any updates are required at this time, but our Policy Services team would be better equipped to speak to this than I am. If your board is interested in revisiting the policy in the future, our Policy Services team would be happy to support that process.

Let me know if you'd like me to make a connection or if you have any other questions. Always happy to help!

Kindly,

Jenn Nelson (*she/her*)

Board Development Specialist

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