

ADMINISTRATIVE POLICY #25

**RE: Procedures for Taking and Storing of Minutes of Meetings**

All Board of Selectmen Meetings (Regular, Work Sessions, and Executive Sessions) will be tape-recorded. ~~Said recordings will be kept on file for a period of six (6) months unless otherwise required by statute or Selectmen action.~~ \*Said recordings will be kept on file for a period of twenty-four (24) months unless otherwise required by statute or Selectmen action.

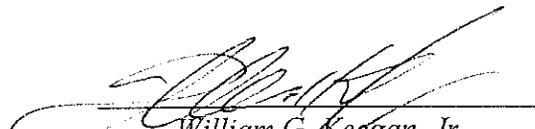
Written Minutes of all Meetings shall be submitted to the Board of Selectmen for their approval at their next Regular Meeting. Said Minutes shall be consistent with the requirements of Massachusetts General Laws.

This policy was adopted by the Board of Selectmen on: July 24, 1991

\*This policy was amended by the Board of Selectmen on: September 6, 2000

Amended Policy #25 was unanimously  
approved by the Board of Selectmen on: September 20, 2000

9/20/00  
Date

  
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William G. Keegan, Jr.  
Town Administrator