

Town of Rockland Minutes Policy Adopted 11/3/08

1. Minutes should be kept in compliance with Massachusetts General Laws, Chapter 66 Section 5A.

**PART I. ADMINISTRATION OF THE GOVERNMENT
TITLE X. PUBLIC RECORDS**

CHAPTER 66. PUBLIC RECORDS

Chapter 66: Section 5A. Records of meetings of boards and commissions; contents

Section 5A. The records, required to be kept by sections eleven A of chapter thirty A, nine F of chapter thirty-four and twenty-three B of chapter thirty-nine, shall report the names of all members of such boards and commissions present, the subjects acted upon, and shall record exactly the votes and other official actions taken by such boards and commissions; but unless otherwise required by the governor in the case of state boards, commissions and districts, or by the county commissioners in the case of county boards and commissions, or the governing body thereof in the case of a district, or by ordinance or by-law of the city or town, in the case of municipal boards, such records need not include a verbatim record of discussions at such meetings.

2. Copies of approved printed Open Meeting Minutes will be maintained at the Office of the Town Administrator, and the Rockland Public Library. Minutes will be printed on "Acid-Free" paper.
3. A complete copy of the contents of the Meeting Binder provided to each Board member will be stored at the Office of the Town Administrator with agenda attached.
4. Board of Selectmen Meetings should be recorded by WRPS on DVDs and a copy of the meeting DVDs should be stored at three 3 locations the WPRS studio, Rockland Public Library, and the Town Administrator Office. DVDs shall be stored in archival quality binders. The DVD of each meeting will be the complete public record of Board of Selectmen's open meetings. The public may purchase copies of from WPRS.

Allan R. Chiocca
Town Administrator

Larry Chaffee, Vice Chairman
Board of Selectmen