

89119 Board Meetings-Private Adoption Agencies

(a)

Minutes shall be kept of Board meetings and shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours. Minutes may be removed if necessary for copying. Removal of minutes shall be subject to the following requirements: (1) Prior to removing any minutes, a licensing representative shall prepare a list of the minutes to be removed, sign and date the list upon removal of the minutes, and leave a copy of the list with the executive director or designee. (2) Licensing representatives shall return the minutes undamaged and in good order within three business days following the date the minutes were removed.

(1)

Prior to removing any minutes, a licensing representative shall prepare a list of the minutes to be removed, sign and date the list upon removal of the minutes, and leave a copy of the list with the executive director or designee.

(2)

Licensing representatives shall return the minutes undamaged and in good order within three business days following the date the minutes were removed.