

**MISSOULA COUNTY**  
**PUBLIC MEETING MINUTES**

The purpose of this policy is to increase the accessibility of the Commissioners Public Meeting Minutes and to improve the written record of decisions.

A verbatim record of the decisions and discussion of the Board of County Commissioners Public Meeting will be kept on tape for six months. The written record of decisions of the Board of County Commissioners, including the date, time and place of the meetings, the names of the members present, the substance of all matters proposed, discussed or decided and the votes for each commission on each issue, will be kept current (within one month the meeting), signed by the Chair and become part of the permanent public record.

1. The tapes will be made available in the Commissioners' office by the staff with a listening device during office hours upon request.
2. A copy of a tape(s) will be available upon written request-and for a cost of \$5.00 per tape.

**EFFECTIVE DATE AND IMPLEMENTATION**

November 13, 1996. Tapes available for 6 months. The written record of decisions is currently being implemented.