

2015 ORS 192.650¹

Recording or written minutes required

- content
- fees

- (1) The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:
- (a) All members of the governing body present;
 - (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
 - (d) The substance of any discussion on any matter; **and**
 - (e) Subject to ORS 192.410 (Definitions for ORS 192.410 to 192.505) to 192.505 (Exempt and nonexempt public record to be separated) relating to public records, a reference to any document discussed at the meeting.
- (2) Minutes of executive sessions shall be kept in accordance with subsection (1) of this section. However, the minutes of a hearing held under ORS 332.061 (Hearing to expel minor students or to examine confidential medical records) shall contain only the material not excluded under ORS 332.061 (Hearing to expel minor students or to examine confidential medical records) (2). Instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law. If the disclosure of certain material is inconsistent with the purpose for which a meeting under ORS 192.660 (Executive sessions permitted on certain matters) is authorized to be held, that material may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court shall determine their admissibility.

- (3)** A reference in minutes or a recording to a document discussed at a meeting of a governing body of a public body does not affect the status of the document under ORS 192.410 (Definitions for ORS 192.410 to 192.505) to 192.505 (Exempt and nonexempt public record to be separated).
- (4)** A public body may charge a person a fee under ORS 192.440 (Copies or inspection of public records) for the preparation of a transcript from a recording. [1973 c.172 §5; 1975 c.664 §1; 1979 c.644 §4; 1999 c.59 §44; 2003 c.803 §14]

¹ Legislative Counsel Committee, *CHAPTER 192—Records; Public Reports and Meetings*, https://www.oregonlegislature.gov/bills_laws/ors/ors192.html (2015) (last accessed Jul. 16, 2016).

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