

Email From: Dacia Mumford
To: Public Access Counselor <pac@opac.in.gov>
October 30, 2023

Hello! I am on the WLCSC school board and had some questions in regards to work session minutes. What are the requirements for work session minutes in regards to details shared? I have attached a [copy of our most recent work session](#). Do we need more details to comply with the open door policy in regards to general substance on the topic or discussions?

Thanks for your help,
Dacia Mumford

Response: October 30, 2023

Hello Dacia,

Thank you for reaching out. The Open Door Law says this, in part, in regard to minutes: The general substance of all matters proposed, discussed, or decided.

If it is a general work session, you wouldn't need to give a word-for-word rote recitation of everything that was discussed but a little more detail, perhaps in the form of a summary paragraph or two, would be more appropriate.

Best,
Luke H. Britt
Indiana Public Access Counselor
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