

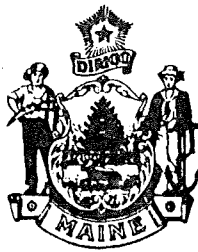
# MAINE STATE LEGISLATURE

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JAMES E. TIERNEY  
ATTORNEY GENERAL



STATE OF MAINE  
DEPARTMENT OF THE ATTORNEY GENERAL  
AUGUSTA, MAINE 04333

March 12, 1981

Honorable Howard M. Trotzky  
Senate Chambers  
State House  
Augusta, Maine 04333

Honorable Laurence E. Connolly, Jr.  
House of Representatives  
State House  
Augusta, Maine 04333

Dear Senator Trotzky and Representative Connolly:

This will respond to your letter of March 2, 1981, in which you asked whether a superintendent of a school administrative unit is required personally to take the minutes at all meetings of the body governing the administrative unit. In posing this question, you have called our attention to 20 M.R.S.A. § 161(1) and § 221.

We believe that a reasonable reading of the above statutes leads to the conclusion that the superintendent has the responsibility to insure that the records of the meetings in question are properly kept. We do not believe, however, that the Legislature intended to require that the superintendent actually take the minutes at every meeting. Accordingly, the superintendent may delegate that task to a person acting under his supervision. We would note that this interpretation is consistent with the practice followed by most of the school administrative units in the State.

I hope this information is helpful. Please feel free to contact us if we can be of any further service.

Sincerely,

*Stephen L. Diamond*  
STEPHEN L. DIAMOND  
Deputy Attorney General

SLD:mfe