



**NOTICE OF MEETING
ACCESS TO PUBLIC RECORDS**
SECRETARY OF STATE
SFN 51392 (01-04)

Secretary of State State of North Dakota 600 E Boulevard Ave Dept 108 Bismarck ND 58505-0500 Telephone 701-328-3665 Toll Free 800-352-0867 Fax 701-328-1690

		Date	
Agency/Organization Name		Telephone #	
Address	City	State	Zip Code +4
Contact Person	E-mail address		Telephone #

The attached information is being submitted according to North Dakota Century Code, Chapter 44-04. Check one of the following:

- North Dakota Century Code, Section 44-04-18(1)
The above named agency does not have an office and is providing the name and telephone number of a contact person who can provide access to its public records.
- North Dakota Century Code, Section 44-04-20(3)
The above named agency is filing their January annual schedule of regular meetings that are planned to be held throughout the year. Filing the schedule is not a substitute for filing a separate notice for each meeting on the schedule.
- North Dakota Century Code, Section 44-04-20(4)
The above named agency is filing a notice of an upcoming meeting. We are filing this notice at the same time the members of our governing body are being informed.
- North Dakota Century Code, Section 44-04-20(4)
The above named agency is filing a notice of a meeting to reflect a change in date or location from previously filed notices. We are filing this notice at the same time the members of our governing body are being informed.

Each entity that files notices with the Secretary of State's Office is individually responsible for filing the pertinent information as required by North Dakota Century Code, Chapter 44-04. The Secretary of State's Office is only the filing office and cannot answer specific questions regarding the information that must be included with the filing. For guidance, entities should read North Dakota Century Code, Chapter 44-04, check with their legal counsel, or refer to the Open Records and Meetings Manual prepared by the Office of the Attorney General.

Here are a few of the guidelines from the Open Records and Meetings Manual. All meeting notices, including executive sessions, must contain the following information: date, time, and location; topics to be considered where such listing is practicable (for example, not with the annual filing of regularly scheduled meetings) (note: topics discussed at an emergency or special meeting are limited to those included in the notice); general subject matter of any executive session expected to be held during the meeting; telephone or video conferences must include the location of the speaker phone or monitor; a telephone number for arranging special accommodations.