



## **AP 2365 Recording**

Reference:

Government Code Section 54953.5

1. Recorded proceedings of Public Board Meetings will be retained for thirty days in the Chancellor's Office following the recording date of the meeting.
2. Recording may be in the form of audio tape, digital files, CDs, DVDs, or another medium as the technology allows and is deemed appropriate.
3. All recordings will be maintained by the Administrative Assistant to the Board of Trustees.
4. Copies will be made available as soon as reasonably possible at the requestor's expense.
5. Such expense will include staff time, mailing, and the purchase of "blank" storage (tapes, CDs, etc.), and other expenses as they are encountered.
6. As of the effective date of this administrative procedure and going forward, the recordings of Public Board Meetings will be available on the District website for 7 years, depending on capacity and technology.

Board Approved 3/10/21

Next review date spring, 2027