

## AP 2365 Recording

Reference:

*Government Code Section 54953.5*

1. Recorded proceedings of Public Board Meetings will be retained for at least thirty days following the taping or recording.
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.

*Approved 06/11/08*