

ACADEMIC SENATE

STANDING RULE

For

AUTHORIZATION, MAINTENANCE and DESTRUCTION of AUDIO RECORDINGS

I. AUTHORITY

The Academic Senate may audio record its meetings for the purpose of maintaining accurate minutes and transcripts of Senate business. The adoption of this standing rule shall serve as consent of all meeting attendees to such audio recordings and for all meetings of the Academic Senate. Any voting member of the Academic Senate may move to have the audio recording of any particular meeting suspended. Such motion may be made at any time while the Senate conducts its business. Suspension of the audio recording of any particular meeting requires a majority vote of the Academic Senate.

II. MAINTENANCE AND DESTRUCTION OF RECORDINGS

A. The President of the Academic Senate, and her or his staff, shall ensure that all audio recordings are adequately secured and maintained. No reproductions of the audio recordings of any kind are allowed without prior approval of a majority of the Academic Senate.

B. The President of the Academic Senate, and her or his staff, shall ensure that all audio recordings are adequately, and permanently destroyed following the last meeting of the Academic Senate of each fall and spring semester.

C. The audio recording of the final meeting of each semester shall not be destroyed until the minutes of that recorded meeting have been approved during the following, subsequent semester. Destruction of that particular audio recording shall occur at the end of that semester in which the minutes were approved.

D. This standing rule also applies to any visual recording conducted by the Academic Senate.

III. RIGHTS OF MEETING ATTENDEES

Nothing in this standing rule is intended to limit or restrict any individual rights authorized by the laws of the State of California to record the open, public meetings of the Academic Senate.