

Recording of meetings

The Brown Act specifies that if meetings are recorded (audio or video), the recordings must be available for public inspection for at least 30 days following the meeting.

Guidelines

- Meetings of the Academic Senate may be recorded to facilitate the production of meeting minutes. If recordings are made, they will be retained for 30 days or until the meeting minutes are approved, whichever comes later. After this time limit, the recordings may be destroyed.
- The recordings will be available for public inspection at the Academic Senate Office during business hours, except when they are actively being transcribed once the meeting's minutes are posted to the Academic Senate's public website. The Academic Senate will provide equipment to view or listen to the recordings. The recordings may not be copied or removed from the Academic Senate Office, except by permission of the Academic Senate President.
- Subcommittees of the Academic Senate may make their own policies regarding recordings. However, any recordings which are made must be retained for at least 30 days and made available for public inspection.