

From: [Robert Hornik](#)
To: [Jenn Weaver](#); [Sarah Kimrey](#)
Cc: [Jen Della Valle](#); [Margaret Hauth](#)
Subject: RE: audio meeting recordings
Date: Thursday, September 16, 2021 12:12:01 PM
Attachments: [image001.png](#)
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[image005.png](#)
[image006.png](#)

I have checked the State regulations from the Department of Natural and Cultural Resources, Division of Archives and Records, and we are authorized by State law to destroy audio/video recordings of meetings once we have made and approved minutes of those meetings. I think that the 3 year period Sarah mentioned makes sense (largely because most statutes of limitations for claims against the Town would expire within 3 years of whatever event/situation is at issue). I don't recall the Town Board ever adopting an official policy on it (though we may have adopted a retention schedule based on the DNCR schedule). I think it's a good idea for the Town to adopt an official policy on it.

Bob Hornik



1526 E. Franklin St., Suite 200
PO Box 2388
Chapel Hill, NC 27514
T (919) 929-3905
F (919) 942-5742
Email: hornik@broughlawfirm.com
Web site: broughlawfirm.com

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From: Jenn Weaver <Jenn.Weaver@hillsboroughnc.gov>
Sent: Thursday, September 16, 2021 11:39 AM
To: Sarah Kimrey <Sarah.Kimrey@hillsboroughnc.gov>
Cc: Jen Della Valle <Jen.DellaValle@hillsboroughnc.gov>; Margaret Hauth <Margaret.Hauth@hillsboroughnc.gov>; Robert Hornik <Hornik@broughlawfirm.com>
Subject: Re: audio meeting recordings

Howdy.

I think this may be a Bob questions initially.

My thoughts are:

- If Margaret remembers the board saying three years and Bob thinks 3 years is a standard consistent with both the law and other jurisdictions, I do not see need for additional board discussion at this time.
- If Bob says something otherwise, or we feel like we need to have a set policy (not a bad idea, actually) for how many years we keep recordings, I would suggest that staff present the board with a proposed standard for adoption. (These requests are pretty rare, I think (?), so I would not advise this being a top tier priority if it would take significant time to formulate).

I hope this helps (?). And Bob, maybe you can weigh in here re: above bullet points?

Jenn

Jennifer (Jenn) Weaver
Mayor
Hillsborough, NC
919 619 6065 c
she/her/hers

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From: Sarah Kimrey <Sarah.Kimrey@hillsboroughnc.gov>
Sent: Thursday, September 16, 2021 11:26 AM
To: Jenn Weaver <Jenn.Weaver@hillsboroughnc.gov>
Cc: Jen Della Valle <Jen.DellaValle@hillsboroughnc.gov>; Margaret Hauth <Margaret.Hauth@hillsboroughnc.gov>; hornik@broughlawfirm.com <hornik@broughlawfirm.com>
Subject: audio meeting recordings

Hi Mayor Jenn,

We received a public record request yesterday regarding meeting recordings and were able to direct the requester to the town's YouTube channel as they were interested in the meeting held on Monday.

I wanted to touch base to verify the board's preference on the retention period for meeting recordings. Margaret had mentioned a while ago she believed the board had directed staff to retain recordings for a period of three years, but she wasn't certain. I'm sure we have recording

past that period on disc at the clerk's office.

Once meeting minutes are approved we are allowed to destroy the recording. Having these recordings saved to disc and electronic files creates a public record that we would otherwise not be required to provide. Potentially, a requester would need to come to the clerk's office while town offices are closed to the public and we would need find a device that would play the disc. If we don't have the ability to play the disc, then we might need to make the file available through a secure file transfer, portable flash drive, or some other means.

Please let me know your thoughts and advise if this merits a board discussion.

Thanks,
Sarah



Sarah Kimrey

Town Clerk | Human Resources Technician

[Town of Hillsborough](#)

101 E. Orange St., Hillsborough, North Carolina

Office: [919-296-9443](tel:919-296-9443)



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