



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 14, 2023
Department:	Town Clerk
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Retention schedule for meeting audio and video recordings

Attachments:

Email for reference

Summary:

Effective Oct. 1, 2021, the board adopted the 2021 General Records Schedule for Local Government Agencies. The schedule allows government agencies to destroy audio and video recordings of public body meetings after the approval of official written minutes.

Historically, it has been the town's practice to retain meeting audio and/or video recordings up to three years. The town attorney has advised staff to draft a written policy if recordings are to be kept past the adopted General Records Schedule.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Direction. Please advise if the board prefers audio and video recordings to be retained for three years, or another time frame beyond the adopted schedule.