



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 25, 2024
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Ordinance Amending Chapter 2, Section 2-17 of the Code of Ordinances – Audio and Video Recordings

Attachments:

Ordinance

Summary:

At the Feb. 12 regular meeting, staff recommended drafting a policy to retain audio and video recordings of Board of Commissioners meetings for a period of three years. The board indicated its desire to retain the audio and video recordings indefinitely. Per board direction, town staff has drafted an ordinance amending Chapter 2 of the town code with the addition of Section 2-17, to retain audio and video recordings of official Board of Commissioners meetings permanently. Staff also incorporated in the ordinance recent instructions for disposal of audio recordings of closed session meetings after the approval of official written minutes.

If permanent retention of these recordings becomes a burden administratively or financially, the board can amend this in the future.

Financial impacts:

None at this time. Recordings will continue to be stored on our existing system until we reach storage limits.

Staff recommendation and comments:

None

Action requested:

Adopt ordinance amendment as presented.