

Guidelines for Using Artificial Intelligence (AI) in Preparing Public Meeting Minutes

Mayor and Council –

Following up on an initiative to develop guidelines for using AI to aid in the capture of minutes for committee work.

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PURPOSE:

These guidelines address the limited use of AI tools to assist with transcribing, summarizing, or drafting public meeting minutes in **some limited circumstances**.

The use of AI tools for minute preparation can be compared to the use of a non-AI recording device that staff use to record a meeting and then subsequently use that recording to assist in the preparation by staff of draft minutes for approval by the public body. Except that with the use of AI tools a transcription and the draft minutes (and possibly a meeting summary) can be prepared by the tool/program itself—and as a direct result of that there is a much greater likelihood that what is prepared is actually wrong.

For example, AI-generated transcripts and summaries may fail to accurately capture critical elements, such as formal motions, roll call votes, or the precise language of decisions, especially if there is cross-talk, unclear audio, or ambiguous phrasing. They can also misidentify speakers or simply transcribe words used incorrectly.

Relying **solely on** AI to generate official records risks creating incomplete or inaccurate minutes, which could expose the City to legal challenges for non-compliance with the OMA. It is the City's policy, then, that tools may be used in some instances to support staff by reducing manual work and increasing efficiency, but they cannot be allowed to replace human oversight. Final minutes must always be reviewed and approved by a staff member before they are distributed to the public body for approval.

SCOPE:

These guidelines only apply to the use of AI tools to assist in preparing public meeting minutes. They are not applicable to, and do not allow or authorize, the use of such tools in connection with non-public meetings or meetings where minutes are not required to be kept. **The use is not authorized for, and the guidelines do not apply to, the City Council, Planning Commission, Zoning Board of Appeals, Election Commission, or Library Board.** The use is not authorized for, and the guidelines do not apply to, any board, commission, or committee that does not specifically authorize the use of AI tools for minutes preparation.

What AI Tools Can Be Used For:

1. Making and transcribing audio recordings of open meetings.
2. **Creating a draft version** of the meeting minutes.
3. Highlighting key decisions, motions, or discussion points as a starting point for staff review.
4. Formatting or organizing meeting notes into standard templates used by the City.

AI Tools Cannot Be Used For:

1. Recording or transcribing closed sessions.
2. Publishing or distributing minutes without human oversight, review, and correction.
3. Interpreting votes, legal decisions, or summarizing discussions without final review by staff.
4. Replacing the formal meeting minutes approval process required under Michigan's Open Meetings Act.

Staff Responsibilities:

If you are using AI to prepare minutes:

1. Start with a clear audio recording of the meeting. Poor audio quality leads to more errors in the AI transcription.
2. Check the AI draft very carefully. Look for errors in names, motions, votes, and other key details.
3. Revise and finalize the minutes.
4. **AI-generated transcripts and drafts may be considered public records under the Freedom of Information Act (FOIA). Keep all files related to the meeting (i.e. recordings, transcripts, and drafts) until the Clerk's Office confirms they are ready for archiving or disposal under Michigan's official records retention schedule.**

FOIA and Record Retention:

Because of the inherent possibility (or likelihood) that AI-generated recordings, transcripts, summaries, and draft documents created through the AI tool will contain errors or mistakes or inaccuracies, all efforts shall be made to make clear that the recording or document is a **draft** that (a) may be inaccurate and (b) must still be verified and finalized by City staff and cannot be relied upon for accuracy or veracity.

The formal record of any public meeting is the adopted final minutes. **Upon approval of the final minutes by the public body, all recordings, transcripts, summaries, and draft documents created through the AI tool must be destroyed.**

In the event that a FOIA request or a subpoena for an AI-generated recording, transcript, summary, or draft document is received, all efforts shall be made to ensure that the

document provided is locked and non-writeable or non-editable. No AI-generated documents may be provided in response to a FOIA request or subpoena until their release is approved by the Integrated Solutions Department and the City Attorney's office.