

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER ~~131.3208~~
Formerly 131.3

Effective: May 24, 1994
Rescinded: April 22, 1999
Reinstated: January 27, 2005
Approved: **August 25, 2011**

SUBJECT: RECORDING, RETENTION, AND DISSEMINATION OF AUDIO AND VIDEO MEETING RECORDS

PURPOSE: To establish a policy on how Board of Director meetings will be recorded, establish time period for the retention of recordings and dissemination of copies

POLICY:

1. The TTAD Board of Directors' open and public, regular and special meetings may be recorded by the District for the purpose of accurately summarizing the actions of the Board for the permanent record (minutes).
2. These recordings of an open and public meeting shall be subject to inspection pursuant to the California Public Records Act, and shall be provided without charge, on a device made available by the District. The District will provide, "at cost", a copy of the recording when properly requested in writing. The District shall make reasonable efforts to disseminate recordings via digital media.
3. The District's recordings may be erased or destroyed, once the minutes are approved by the Board but in no event prior to the expiration of three hundred sixty five (365) days after the recording. In the event that a copy of a recording is provided to anyone as a public record, the District shall retain the original of the recording so provided, as well as each original from the meeting from which the copied tape was made, for as long as the District deems necessary.
4. Any person attending an open and public meeting shall have the right to record the proceedings with an audio or video recorder, or a still or motion picture camera, in the absence of a reasonable finding by the Board of Directors that the recording cannot continue due to noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

Michael Golden, President