

BROADCASTING/TAPING OF BOARD OF EDUCATION MEETINGS

The Board of Education directs the Superintendent or designee to cause electronic recordings of all regular and work session meetings of the Board. Electronic recordings are used to finalize the official Board of Education minutes and are not considered a permanent record of the Board's business.

The following are guidelines for recording Board of Education meetings:

1. The electronic recordings will be kept for ten years, and destroyed in accordance with the district's records retention schedule.
2. The originals of the electronic recordings will be maintained and housed in the office of the Assistant Board Secretary for one year and then transferred to the Records Management Center.
3. Electronic recordings may be reviewed or copied by the public or a district employee in the presence of the Assistant Board Secretary or the Custodian of Records. All requests for copies or access to shall be made in writing to the Office of the Assistant Board Secretary or the Records Management Center. These requests are to be handled in accordance with the procedures in place for providing information in compliance with the Freedom of Information Act and the Colorado Open Records Act. All written request are to be kept on file. The cost of copying will be borne by the person requesting such copy.

Issued June 27, 1979
Revised October 2003

LEGAL REF.: Freedom of Information Act
 Colorado Open Records Act