



Administrative Procedure
Chapter 2 – Governing Board

AP 2365 Recording

References:

Government Code Sections 7920.000 et seq. and 54953.5

The Superintendent/President's Office will maintain audio recordings of Board meetings, excluding closed sessions for at least six months following the District's taping or recording of the Board meeting.

The agenda for each meeting shall state, in a prominent place, that the meetings are being recorded electronically.

The Superintendent/President's Office is responsible for maintaining audio or video recordings of Board Meetings, excluding closed sessions. When the Board of Trustees approves the minutes for the audio or video recorded meeting, the tapes from that meeting are erased (provided that the recordings have been maintained for at least 6 months). The audio or video recordings of meetings are available to the public and the news media in accordance with the California Public Records Act, Government Code Section 7920.000 et seq. until the Board approves the minutes for that specific meeting.

Also see BP 2310 Regular Meetings of the Governing Board, BP/AP 2320 Special and Emergency Meetings, BP/AP 2340 Agendas, BP/AP 2345 Public Participation at Board Meetings, BP 2350 Speakers, BP/AP 2360 Minutes, BP 2365 Recording, and BP/AP 3300 Public Records.

Office of Primary Responsibility: Superintendent/President

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