

## **RECORDING**

**Reference:** *Government Code Sections 54953.5*

The Superintendent/President shall ensure that an audio recording is made of all public meetings of the Governing Board. The Superintendent/President's Office is responsible for maintaining audio recordings of Board meetings, excluding closed sessions, for one (1) year following the meeting.

After one year, the recordings may be destroyed, unless: (1) specific direction for maintaining the recording for a longer period of time is given by the Governing Board to the Superintendent/President; or (2) maintaining the recording for a longer period of time is required by law.

The audio recordings shall be made available to the public and the news media in accordance with the California Public Records Act, Government Code Section 6250. Inspection of an audio recording shall be provided, without charge, on equipment made available by the College District. Copies of the audio recording shall be made available upon request, for the reasonable cost of providing the copy.

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