



BOARD MEETINGS AUDIO RECORDINGS POLICY

PURPOSE

The purpose of this Policy is to provide for the making, use, retention and destruction of audio recordings of meetings of the Retirement Board of the Sacramento County Employees' Retirement System ("SCERS") as permitted by statute.

POLICY

Audio Recordings of Board Meetings

Audio recordings of meetings of the Board are to be made solely for the purpose of facilitating the preparation of the minutes of the meetings, unless otherwise ordered by the Board as to a particular meeting.

Retention of Audio Recordings

Audio recordings of any meeting of the Board are required to be retained only until after the minutes of that particular meeting have been adopted by the Board as provided in the Bylaws.

Destruction of Audio Recordings

Audio recordings of meetings of the Board may be erased or destroyed at any time after minutes of meetings to which the audio recordings pertain are adopted by the Board, but no less than 30 days after the recording, unless otherwise ordered by the Board as to a particular meeting.

BACKGROUND

Government Code Section 54953.5 permits destruction of audio recordings of public meetings 30 days after recording. Audio recordings of the meetings of the SCERS Board are made solely to facilitate the preparation of the minutes of the meeting to be adopted by the Board. The Bylaws of the Board specifically provides that the minutes of Board meetings shall include all official acts of the Board and, when approved, shall be a part of the permanent records of the Board. The SCERS Board has not intended that audio recordings of the meetings of the Board serve the additional purpose of preserving informational content for public reference except when specifically so provided by the Board.

RESPONSIBILITIES

Executive Owner: Chief Operations Officer

POLICY HISTORY

Date	Description
08-01-2018	Renumbered from 013
01-17-2018	Board retitled and affirmed in revised policy format
06-19-2008	Board approved new policy; Resolution 2008-13