

# **American River Flood Control District**

## **Audio Recording Board Meetings Policy**

The Board of Trustees seeks to implement a program to record the proceedings of their monthly Board meetings. The intent of this program is to make the content of the meetings available to the public and for the recordings to provide an additional means for the public to hear the Board discussions.

This policy will outline the specific methods and parameters to be used to generate the audio recordings as well as a timeline for the implementation of the program.

### **Audio Recordings**

The Board of Trustees' monthly Board meetings shall be recorded with an audio voice recorder. The Audio recording file will be placed on the District website under the monthly meeting section of the site on the first weekday following the meeting, or as soon as possible thereafter. The recordings shall be retained on the website for at least 15 months. Notification shall be made on the posted meeting Agenda that the meeting will be audio recorded and a similar notification shall be displayed in the Board meeting room.

### **Audio Recording Pilot Program**

The Board of Trustees intends to implement the audio recording program as a pilot program for the period of one year to determine if there is a public benefit from the program. Online analytics will track the number of times the audio files are down loaded over the course of the pilot program. The Board of Trustees shall review the efficacy of the Audio Recording Pilot Program at intervals of 6 and 12 months from the initiation of the program. At the end of the pilot program, the Board of Trustees shall determine if it intends to continue, revise, or suspend the program. The Board reserves the option to revise the pilot program or this policy at any time during the course of the pilot program.