

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
12/16/10	903.2 of 11/15/09	903.2R1

Title: Recording of School Board Meetings

Purpose: This policy is intended to set forth the methods of recording public School Board meetings held by the Pennsbury Board of School Directors and the availability of such records to the public.

This document, Index No. 903.2R1, replaces the previous Index No. 903.2.

References: Pennsbury School Board Policy 801.1 on Public Records
Pennsbury School District Administrative Procedure 801.1 on Public Records

Policy: Responsibility for Recording

It shall be the responsibility of the Secretary of the Board of School Directors to take minutes of all public School Board meetings.

As directed by the Secretary of the Pennsbury Board of School Directors, and subject to the approval of the school directors, one or more of the following methods of recording public School Board meetings will be used by the School District.

Manual Recording

The minutes and discussions of all public School Board meetings may be taken by an individual working under the supervision of the Secretary of the Board of School Directors.

Electronic Recordings

Audio: The minutes, discussions and all proceedings of all public School Board meetings may be digitally recorded by an individual working under the supervision of the Secretary of the Board of School Directors.

Video: The minutes, discussions and all proceedings of all public School Board meetings may be videotaped by an individual working under the supervision of the Secretary of the Board of School Directors.

Public Access to Electronic Recordings

Audio: Digital audio recordings shall be posted on the School District's Web site for public review. Recordings shall be posted one day after the School Board meetings. Digital audio recordings do not constitute official meeting minutes. They are posted for informational purposes only.

Video: Video recordings shall be posted on the School District's Web site for public review. The videos will be posted when they are available for broadcast on the Pennsbury Channel. Video recordings do not constitute official meeting minutes. They are posted for informational purposes only. Video recordings shall be scheduled to air at least once on the School District's cable television channel.

Retention

Audio: Digital recordings of School Board meetings shall be archived on the School District Web site for a period of two years, after which they shall be deleted.

All magnetic tape audio recordings that are currently retained and older than two years will be recycled or disposed of upon the effective date of this policy.

Video: Video recordings of School Board meetings shall be archived on the School District Web site for a period of two years, after which they shall be deleted.

Retention Exception

The exception to this policy is if a recording must be saved as a result of a litigation hold. In such a case, the audio and/or video recording must be maintained and preserved. After the conclusion of the litigation matter or when there is no longer a bona fide threat of litigation, all recordings preserved by the litigation hold will be deleted per this policy.

Requests for Copies of Recordings

Copies of audio or video recordings may be requested in accordance with the Board Policy 801.1 and Administrative Procedure No. 801.1, both of which are on Public Records.

**Responsible
Administrator:**

Business Administrator