

SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors

FROM: Loch Dreizler, General Manager
Alicia Marin, Office Manager

DATE: April 17, 2024

SUBJECT: Review, Discuss, and Approve the retention time of Board Meeting Audio/Video Recordings.

Recommendation / Proposed Motion

Review, Discuss, and Approve the retention time of Board Meeting Audio/Video Recordings.

Proposed Motion 1: Approve that audio and video recordings of any board meeting that is recorded be retained only until after the minutes of that particular meeting have been approved, but no less than 30 days after the recording unless otherwise ordered by the Board. Additionally, In compliance with California Code, Government Code § 54953.5

Alternative Motion 2: Approve that audio and video recordings of any board meeting that is recorded be retained for _____ (days, months, years) after the meeting date, at which time they can be erased or deleted.

Alternatives Considered

None

Policy Reference

Under Resolution 06-08, Directors established a Records Retention policy and schedule. Certain records have been identified as eligible for destruction.

California Code, Government Code § 54953.5 permits the destruction of audio recordings of public meetings 30 days after recording.

Fiscal Implications

No Direct Fiscal Implications

Discussion

We discussed the retention time for Board Meeting Audio/Video Recordings at the previous board meeting. Our current Policy defines the recording retention time as the current year + 3 months. However, the purpose of the Audio/Video recordings was to facilitate the preparation of meeting minutes.

California Code, Government Code § 54953.5

(b) Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection according to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording.