

Effective Date: 3/25/2015
Revised: 12/2022
Expiration: 12/2025



COUNCIL RECORDS RETENTION

Purpose:

All Council meetings are recorded, to assist in the preparation of the minutes. This policy is to define how long the recordings should be kept to assist in clarification of minutes, in case a question or difference of opinion should arise.

Additional Authority:

Title 50 Chapter 907(1)(a)

POLICY

I. Policy Statement

The Council has the authority to define how long recordings of meetings should be kept.

II. Procedure

- A. Meeting minutes and agendas are a permanent record and shall be kept indefinitely.
- B. Any recording of a meeting should be kept until the meeting minutes are officially approved. Upon approval, the meeting recording will be permanently deleted.

Neal Gier, Chairman

Local Highway Technical Assistance Council