

COUNCIL RECORD RETENTION

Purpose:

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

Additional Authority:

Title 50 Chapter 907(1)(a)

POLICY

Policy Statement:

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

Guidelines:

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



Kevin Renfrow, Chair

Local Highway Technical Assistance Council