

**Council Policy 8**

Effective Date: 3/25/2015

Revised: 12/2022, 12/2025

Expiration: 12/2028

**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