



SOUTHEASTERN ASSOCIATION OF FIRE CHIEFS

POLICY 2012 – 11/06 REV. I – 2017/02 AUDIO RECORDING

PURPOSE

- o This policy was developed to address audio recordings of the Southeastern Association of Fire Chiefs Board of Directors meetings.
- o Audio recordings of the SEAFCh Board of Directors open meetings will be made to:
 - Assist in the preparation of minutes
 - Ensure decisions are accurately recorded
 - Verify the accuracy of minutes

OBJECTIVE

- o The objective of this policy is to establish procedures for audio recording of the SEAFCh Board of Directors meetings regarding appropriate creation, storage, usage, and disposal.

DEFINITION

- o Audio recording means any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video camera, cassette recorder, or DAT recorder, and stored on compact disc (CD), Digital Audio Tape, (DAT), or in other format (such as WAV, MP3, etc).
- o The Executive Director is responsible to assure that all Board meetings are recorded.

STORAGE

- o Audio recordings will be stored securely by the Executive Director so that only authorized persons will have access to them.

USAGE

- o The official record of the meeting is not the audio recording but the written meeting minutes, which require confirmation by the Board of Directors.
- o Audio tapes are not considered minutes of board meetings and therefore are not open access information.
- o A member of the Board of Directors will have the right to access and listen to audio recordings.
- o All requests to listen to an audio recording shall be made in writing through the President.

DISPOSAL

- o Audio tapes are considered temporary records of the Board, as their main purpose is *to* assist in preparation of minutes.
- o Recordings of the Board meetings will be maintained by the Executive Director for a minimum period of three (3) years unless otherwise required by law.

Adopted by the Board of Directors on this 6th day of November 2012.

Amended and Adopted by the Board of Directors on this 7th day of February, 2017.

Lisa Moatts
Executive Director

Wallace Possich
Constitution &
ByLaws
CommitteeChair