

# **BOARD MEETING RECORDING POLICY**

## **POLICY**

It is the policy of Black Hawk County to record all regular and ministerial meetings of the Black Hawk County Board of Supervisors and to make such recordings available to the general public.

## **SCOPE**

This policy applies to all regular and ministerial meetings of the Black Hawk County Board of Supervisors. It does not apply to closed meetings of the Board of Supervisors.

## **PROCEDURES/REQUIREMENTS**

1. Audio tape recordings will be preserved for public inspection for a period of six months from the date of the meeting and will be stored in the Auditor's Office.
2. Audiotapes will be made available to the public during normal Courthouse hours.
3. After listening to the audiotape, the individual should rewind the tape and return the tape player and tape to the Board of Supervisor's staff.
4. If a request is made to copy a specific audiotape, the requesting party must provide his/her own audio cassette tape.
5. It is very important that tape recordings not be damaged during handling since these tapes are originals and backup copies are not available. A tape damaged through the negligence of a party requesting to listen or copy the tape will be repaired/restored at the expense of the party.
6. Tapes will remain the property of the Board of Supervisors and shall not be removed from the authorized listening or copying location. If a tape is copied, the copy becomes the property of the individual making the copy of the tape and may be removed.
7. Copies of the teleplay of Board of Supervisors' meetings are available through Waterloo Community Television (WCTV) at a cost determined by WCTV.