

CITY OF EDWARDSVILLE
MEETING RECORDING POLICIES AND GUIDELINES
2016

1. PURPOSE

The purpose of this policy is to provide direction relating to audio and video recordings of meetings of the Edwardsville City Council and requests for copies of these recordings.

2. DEFINITIONS

“Official Record” of meeting – The written minutes of the proceedings of the meeting after receiving the approval of the Edwardsville City Council.

“Social Media Accounts” – The online social media outlets used by City staff and designated as an official account for the purposes of online community engagement. Examples of social media accounts include, but are not limited to, Facebook, YouTube, Twitter, etc.

3. GENERAL

It shall be the practice of the City of Edwardsville, KS to operate in an open and transparent manner, pursuant to K.S.A 75-4318. The City of Edwardsville, KS, as herein noted, recognizes the approved written minutes of its proceedings as the *official record*. These minutes include summarized narratives of the issues that come before the City Council and other citizen advisory boards whose membership is appointed by the City Council. The minutes are not to be taken in verbatim style. The City may use video recording equipment for the primary purpose of recording City Council meetings to be viewed on the City’s official website or primary social media accounts. The City may use audio recording equipment for the sole purpose to assist with the composition of draft minutes. To ensure the integrity and status of the written minutes, it will be the normal practice to delete audio recordings once they are approved by the City Council.

4. RETENTION

It will be the normal practice that:

- a) In the interim between composition of the draft minutes and the formal approval of the same at the next meeting of the City Council, any recordings will be maintained.
- b) Once approval is given to draft minutes and they become the *official record*, any audio recordings will be deleted.
- c) Video recordings of City Council meetings will be posted to the City’s website or primary social media accounts within 2 business days of their date of origin. Video recordings of the City Council meetings will be available to view on the City’s website and/or social media outlets for a period of one (1) year before being deleted permanently.
- d) The City will maintain copies of the recording for the purposes of re-posting videos in the case of viewing complications after recordings have been posted online or on the City’s social media outlets.

5. CONTENT

In order to preserve the integrity of recording of City Council sessions, video recordings of the meetings that are posted online will show the entirety of the regular meeting, from opening gavel to closing gavel, with no edits made to the body of the meeting. A disclaimer will appear on the main page to access the videos that will state that the meetings are to be shown in their entirety and any possible lewd and/or offensive behavior has not been omitted. An additional disclaimer will notify viewers that technical difficulties may occur due to uploading complications and/or equipment malfunction. In cases of playback error, the disclaimer will notify viewers to contact the City Clerk.

6. NOTICE

A notice will appear on the City's website notifying residents and meeting attendees that meetings are to be recorded and shall be distributed using the City's online and social media outlets. Additionally, a disclaimer will appear at the bottom on City Council agendas noting that meetings shall be recorded for purposes of online viewing.

Approved by the City Council of Edwardsville, KS on: April 11, 2016

Mayor John McTaggart

City Clerk Zachary Daniel

[SEAL]