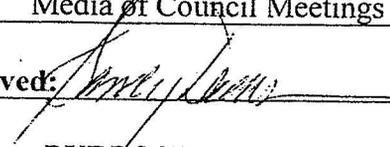

COUNCIL POLICY
TOWN OF LOS GATOS

Subject: Access and Retention of Video Recorded Media of Council Meetings
Page:
Section Number: 1

Approved:  **Effective Date:** 4/7/2003 **Revised Date:**

PURPOSE

To establish the process by which the public and staff may obtain video recorded media and maintain copies of Council, Board, Commission, and/or any other public meetings, and to set the retention policy with regard to videotapes or electronically stored video copies retained by the Town.

SCOPE

This policy applies to videotapes, DVDs, or any other means of electronic video recordings made in the process of televising or videotaping Council, Board, Commission, and/or any other public meeting.

POLICY

According to Section 34090.7 of the California Public Records Act, videotapes and other film medium shall be considered duplicate records if a city or county keeps another record, such as written minutes or an audio recording of the same event. A duplicate record, such as videotape of a public meeting must be kept for a minimum of ninety (90) days after the event.

Although the Town's official record is considered to be the written minutes of any public meeting, it shall be the policy of the Town Council to require the Town Clerk's Office to retain one (1) master videotape copy of televised public meetings for a maximum of five (5) years after which it shall be scheduled for destruction.

In addition, it shall be the policy of the Town Council to make videotape copies of televised public meetings available at the Town Library for public check out for a maximum of one-hundred and eighty (180) days. After one-hundred and eighty (180) days, the videotapes will be pulled from the library shelves.

Copies of previously broadcast public meetings shall be provided by the Town's cablecasting service provider for a nominal charge upon request.

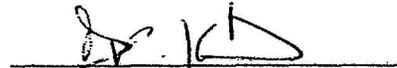
PROCEDURES

The Town's cablecast service provider will furnish the Town with at least two (2) copies of each videotaped meeting. The Town Clerk's Office shall retain one (1) master videotape copy of televised public meetings for a maximum period of five (5) years after which it shall be scheduled for destruction.

The Library shall make the video recordings available for a period of one-hundred and eighty (180) days, after which time they shall be reused, recycled, or destroyed. The Library shall maintain a log of receipt and disposition of the media, and present this log to the Town Clerk's Office at the end of each fiscal year.

Public requests for video copies of televised public meetings may be obtained through the Town's cablecast service provider. Charges for copies will be determined by the provider.

APPROVED AS TO FORM:


Town Attorney