



PROCEDURE NAME: 1.10.10 Recording

Reference: Government Code Sections 54953.5, 54953.6, 6250 et seq.; Education Code Section 72121(a)

Note: This procedure is legally advised. It addresses the Chaffey Policy: Chapter 1: Governance Process, 1.10.10 Recording.

Purpose: *To provide information on recording of governing board meetings.*

1. Tape or video recordings of governing board meetings made by the college are maintained in the Superintendent/President's office for at least 30 days following the taping or recording.
2. Recordings are available for inspection by the public in the office of the Superintendent/President. Copies of recordings can be obtained through written request to the Superintendent/President's office. Copies are provided within the timelines of Board Policy 3.3.5 and Government Code 6250 et seq. Recordings are provided upon payment of a fee covering the current direct cost of duplication.
3. Any individual may, at their own expense, record the proceedings of a governing board meeting. Persons desiring to record the meeting should inform the Superintendent/President's office in advance. Such recording may not constitute a persistent disruption of the proceedings (Board Policy 1.10.10.B).