

ADMINISTRATIVE PROCEDURE

BOARD OF EDUCATION TAPE RECORDS OF OPEN-SESSION MEETINGS

8361
Procedure No.

July 1, 2013
Date

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- I. **PURPOSE:** To present procedures within which Board of Education tape records of open-session meetings may be made available for public review.
 - II. **POLICY:** Copies of video and audio tapes of public Board of Education meetings will be made available to the press and public upon request as required by law under the Freedom of Information Act. (Board Policy 8361)
 - III. **DEFINITIONS:** The following definitions apply within the content of these procedures:
 - A. **Board Tape Records:** The live record of the proceedings of the Board of Education at its official meetings, as recorded by the Board of Education's approved recording system.
 - B. **Qualified Private Equipment:** Privately furnished equipment which is self-contained, requiring no external power source, wires, cables, supports, space or equipment.
 - IV. **INFORMATION:** It is the intent of the Board of Education that the public be provided with the fullest information relative to Board proceedings. In this connection, the Board policy provides for an information copy of the tape record of official Board of Education proceedings to be available for review by members of the public during a period of 60 days after the Board of Education meeting concerned. In addition, the Board of Education will allow the use of qualified private recording equipment as defined by and under the procedures herein.
 - V. **PROCEDURES:** The Board of Education assumes no responsibility for the quality or completeness of tape records or in any way for the use of privately owned equipment.
 - A. **Board of Education Recordings:** All meetings will be simultaneously recorded in duplicate upon official Board of Education controlled equipment. These records shall be known as:
 1. Board Copy #1 - The official copy of the Board's proceedings which shall remain directly under the Board of Education's control, and specifically managed by the Office of Board Secretary, and for which public access will not be granted.
 2. Information Copy #2 - The simultaneous copy of the above, which shall be made available for public review in the Office of Television Services. Indexing for this tape is not available.

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- B. Review by Members of the Public: Members of the public may review Information Copy #2 subject to the following:
1. Arrange appointment with the Office of Television Services, by calling 301-386-1619.
 2. A tape playback unit will be available within the Office of Television Services.
 3. Provide own equipment or personnel to transcribe, make notes, or otherwise record information from Board tape records.
 4. A Television Services representative will be present during review of tape record #2, and will assist, if needed.
 5. Extracts or summaries of Board tape records, in whole or in part, will not be provided.
 6. Board of Education tape records shall not be removed from the Office of Television Services.

Space limitations are such that no more than two individuals may be accommodated at one time within the Office of Television Services for review of tape records. Note that indexing for Information Copy #2 is not available.

- C. Extracts or Summaries Requested by the Chief Executive Officer or Board Members: Nothing in these procedures is intended to limit access of the Chief Executive Officer or Board Members to Board of Education records, including tape records. Extracts or summaries will be furnished by the Secretary to the Board as may be requested by Board Members or the Chief Executive Officer.
- D. Tape Record File: Board of Education recordings will be retained as follows:
1. Copy #1 - Permanent Record of the Board.
 2. Copy #2 - Erase after 60 days for re-use.

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The Board of Education has no objection to the use of qualified private equipment during its regular open-session meetings. (See definition of “qualified private equipment”.)

E. Cost of Duplication:

1. The cost of duplication will be the current market price per DVD for each video-tape and for each audio-tape; the cost must be paid in advance by the organization or party making the request.
2. The Office of Television and Web Resources will annually review and assess whether the cost of producing the DVD is adequately covered.

VI. RELATED PROCEDURES: None

VII. MAINTENANCE UPDATE AND UPDATE OF THESE PROCEDURES:
These procedures originate with the Office of Television Services and updating will be provided as needed.

VIII. CANCELLATIONS AND SUPERSEDURES: This Administrative Procedure cancels and supersedes Administrative Procedure 8361, dated August 10, 2005.

IX. EFFECTIVE DATE: July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10