



## FINAL

### Electronic Meeting Recordings: Collection, Distribution, and Retention of Boards/Commissions/Committees Meeting Proceedings

#### 1.00 **POLICY PURPOSE**

To ensure open and transparent communications of Boards/Commissions/Committees Meeting proceedings; providing information to the public in a responsible manner.

#### 2.00 **ORGANIZATIONS AND PERSONS AFFECTED**

This policy applies to all City of Franklin Boards, Commissions, Committees identified herein.

#### 3.00 **REFERENCES**

3.01 Technology Commission Charter/Enabling Ordinance

3.02 Municipal Ordinance – Official Meeting Records

#### 4.00 **DEFINITIONS**

- A. Official Meeting Record: The official record of all meetings held by the City of Franklin are the written minutes of the official actions of the body, detailing the motions and actions of the body, as approved by the body by vote, which are retained permanently.

*Common Council and Board of Zoning and Building Appeals meeting minutes are required by law to be retained permanently and all minutes for all other meetings are required to be retained for 7 years.*

- B. Recording Failure: An occurrence whereby a meeting recording is not successful, through technology or human error, and therefore unable to be posted.
- C. Recording Devices: Any electronic or similar device used to capture audio/visual information and photographs. This includes, but is not limited to: computers, cell phones, tape recorders, and video cameras.

#### 5.00 **CITY BOARDS/COMMISSIONS/COMMITTEES**

5.01 Active Boards/Commissions/Committees

- 1) Architectural Review Board
- 2) Board of Health
- 3) Board of Public Works
- 4) Board of Review

- 5) Board of Water Commissioners
- 6) Board of Zoning and Building Appeals
- 7) Civic Celebrations Commission
- 8) Civil Service Sub-Committee
- 9) Committee of the Whole
- 10) Common Council
- 11) Community Development Authority
- 12) Economic Development Commission
- 13) Environmental Commission
- 14) Fair Commission
- 15) Finance Committee
- 16) Fire & Police Commission
- 17) Joint Review Board
- 18) Library Board
- 19) License Committee
- 20) Parks Commission
- 21) Personnel Committee
- 22) Plan Commission
- 23) Quarry Monitoring Committee
- 24) Technology Commission
- 25) Tourism Commission
- 26) Waste Facilities Monitoring Committee

#### 5.02 Inactive Boards/Commissions/Committees

- 1) 27<sup>th</sup> Street Steering Committee
- 2) Franklin Complete Streets & Connectivity Committee
- 3) Mayoral Ad Hoc Development Process Review Committee
- 4) Waste Facility Siting Committee

### 6.00 ***PROCEDURE FOR THE BOARDS/COMMISSIONS/COMMITTEE MEETING PROCEEDINGS***

- 6.01 Audio/video recordings are made to prepare the meeting minutes; however, in the interest of open and transparent government and for the convenience of the citizens, it is the policy of the City of Franklin to record by audio or audio/video all active Boards/Commissions/Committee Meetings, with the standard being audio recordings, and publish the recordings on the City's website within 3 business days of the meeting date.
- 6.02 Recordings may be stored directly on the City's website or linked to the City's website with the recording being stored on another approved medium acceptable to the City.
- 6.03 Private Tape Recording and Videotaping - The open meetings law grants citizens the right to attend and observe meetings of governmental bodies that are held in open session. The open meetings law also grants citizens the right to tape record or videotape open session meetings, as long as doing so does not disrupt the meeting. The law explicitly states that a governmental body must make a reasonable effort to accommodate anyone who wants to record, film, or photograph an open session meeting, as long as the activity does not interfere

with the meeting. In contrast, the open meetings law does not require a governmental body to permit recording of an authorized closed session. If a governmental body wishes to record its own closed meetings, it should arrange for the security of the records to prevent their improper disclosure.

## 7.00 **POLICY EXCEPTIONS**

The following exceptions shall apply:

7.01 Exception 1: Although business is completed in an open meeting, because of the individualized nature discussed by the following Boards/Commissions/Committees, the proceedings of these meetings will not be published on the City website. However, the meetings will be recorded and will be made available upon specific request of the same.

- 1) Architectural Review Board
- 2) Board of Review
- 3) Board of Zoning and Building Appeals
- 4) Civil Service Sub-Committee
- 5) License Committee
- 6) Police and Fire Commission

7.02 Exception 2: Recording Failures – It is understood that unplanned recording failures occur, even with the best plans and efforts in place. Therefore, there may be times when meeting recordings are not successful and therefore unable to be posted. In the event that this occurs, the failure will be noted, and the meeting minutes will be posted where the recording would typically be posted.

## 8.00 **RETENTION**

8.01 Although under state law audio recordings are only required to be maintained for ninety (90) days after the minutes from the meeting have been approved and published, it is the policy of the City of Franklin to retain meeting recordings for a minimum of seven (7) years.

8.02 Due to storage restrictions and the reduced likelihood of requests for meetings long after the meeting is held, recordings of meetings will be maintained on the City's website for a minimum of three (3) years.

Policy Effective Date/Implementation: This Policy shall be effective upon Common Council approval. Implementation of this Policy shall be within 14 days of passage for meetings which occur on or after Common Council approval.

Policy Review Period: This Policy shall be reviewed at least every three (3) years. Established in 2021, next review period no later than 2024.