

April 8, 2017

Policy for Management of GWCS D Board Meeting Recordings

- I. Regular and Special meetings of Golden West CSD may be recorded electronically.
- II. All recordings of meetings are to be held for 30 days after the approval of the minutes.
- III. After the 30-day time period, the recording shall be destroyed.
- IV. If an individual requests a copy of the meeting recording, before the end of the 30 day period, the General Manager may request the individual to supply a device for transfer of the recorded file. If no device is supplied the District may supply and charge for the device. The District may charge for postage if the recording is to be mailed.
- V. The General Manager shall supply the recorded copy within 10 days of the request.
- VI. The individual requesting the copy has two weeks from the time of being notified to pick it up or arrange for mailing (include address) or it will be destroyed.
- VIII. The requesting individual will be informed of this policy at the time of their request.