



Jefferson County PUD Public Meeting Audio Recording Policy

- 1) All publicly held meetings of the BOC and the CAB shall be recorded by a digital audio recording device. Such meetings shall be recorded in full except that executive sessions of the BOC shall not be recorded.
- 2) A timestamped annotation of the topics appearing on the approved agenda shall be prepared for each meeting. The timestamps shall indicate actual starting times, or times relative to the start of the recording, for agenda topics to allow listeners to quickly locate specific topics in the recording.
- 3) Each digital audio recording and its timestamped agenda shall be made accessible to the public via the PUD's website no later than three business days after the date of the meeting.
- 4) Digital audio recordings and their accompanying timestamped agendas shall remain on the PUD website, accessible by the public, for no less than two subsequent calendar years after posting.
- 5) Digital audio recordings and timestamped agendas shall be transferred to the Washington State Digital Archives in accordance with the Local Government Common Records Retention Schedule (CORE).
- 6) Until a digital audio recording and its timestamped agenda has been transferred to the Washington State Digital Archives, the PUD shall provide a link to the recording and timestamped agenda upon request.
- 7) A link to the Washington State Digital Archives shall be posted on the PUD's website.

Approved January 21, 2020.