

BROWNSVILLE AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: RECORDING OF MEETINGS

ADOPTED: May 20, 2010

REVISED:

	<p style="text-align: center;">006.2. RECORDING OF MEETINGS</p> <p>Section 1. <u>Purpose</u></p> <p>It is the policy of the Board to record the proceedings of all regular and special meetings of the Board. The purpose of this policy is to set forth the guidelines to be used in accomplishing said recording.</p> <p>Section 2. <u>Guidelines</u></p> <p>All regular and special meetings of the Board shall be recorded. The executive sessions during said meetings shall not be recorded.</p> <p>The Board Secretary shall be responsible for recording meetings.</p> <p>The recording shall remain in the custody of the Board Secretary at the district administration building.</p>
Pol. 801	<p>Any person wishing to have access to recordings shall request access in accordance with Board policy.</p> <p>No person shall be permitted to remove recordings from the administration building.</p> <p>Any person desiring to listen to a portion of the meeting tape shall do so in the presence of the Board Secretary or designee.</p>
Pol. 800	<p>The Board Secretary shall retain recordings for a period of one (1) year following the meeting at which time the Secretary shall erase said tape for reuse.</p>

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References:

School Code – 24 P.S. Sec. 407

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Board Policy – 800, 801