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# Town of Mulgrave Council Audio Recording Policy

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## Title:

1. This policy is entitled the "*Council Audio Recording Policy*".

## Purpose:

2. The purpose of this policy is to provide direction relating to requests for copies of audio recordings of Mulgrave Town Council/Committee meetings.

## Definitions:

3. "Official record" of meeting – The approved written minutes of the proceedings.

## Interpretation:

4. It is the corporate practice of the Town of Mulgrave to operate in an open and transparent environment, making as much information available to the public as possible.
5. The Town of Mulgrave, as noted, recognizes the approved written minutes of its proceedings as the "official record". These minutes include summarized narratives on the various issues that come before Council/Committee and record actions or motions. The minutes are not and should not be taken in verbatim style.
6. The recording secretary will use audio recording equipment to assist with accurate composition of draft minutes.
7. To ensure the integrity and status of the written minutes once approved it will be the normal practice to destroy audio recordings exactly one year from the date minutes are approved by council.
8. On certain occasions and on certain issues, it might be desirable for historic purposes to maintain an audio recording for a period exceeding one year. The preservation of such recordings will be an infrequent event and the decision to preserve will be at the discretion of the Council/Committee.
9. It will be standard procedure that:
  - a) Once approval is given to draft minutes and they become the "official record", the audio recordings will be maintained for a one year period from the date that minute approval takes place and then destroyed.

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- b) In the time period that audio recordings are maintained before destruction or permanent filing, anyone requesting a copy of a publicly available recording must do so in writing.
- c) Audio recordings of "In Camera" sessions will not be made available.
- d) Any costs for reproduction of such recordings will be the responsibility of the requester and must be paid before a recording is released.

**Certification for Town of Mulgrave Policy & Procedures Manual:**

Date of notice to Council Members of Intent to Consider [7 Day minimum]: September 29, 2008

Date of Passage of Current Policy: October 6, 2008

I certify that this *Council Audio Recording Policy* was adopted by Council as indicated above.

Jeff Attkens  
Municipal Clerk

October 6<sup>th</sup>, 2008  
Date