



# ADMINISTRATIVE PROCEDURE

<b>SECTION:</b> 600 – Information Technology	<b>PROCEDURE #:</b> 608-A
<b>TITLE:</b> Recording of Meetings	<b>IMPLEMENTS POLICY #:</b> 608
<b>SPONSORING DEPARTMENT/DIV:</b> County Administrative Office and Information Technology Services	
<b>EFFECTIVE DATE:</b> 09/23/2023	<b>REVIEWED:</b>

**OBJECTIVE:** To establish procedures for requesting permission for the recording of a meeting other than a public meeting of a governing body under ORS 192.610 to 192.690.

## **PROCEDURE:**

(1) A County workforce member that wishes to submit a request to record a meeting under policy 608 may submit an approval request by using an online portal prepared for that purpose by IT Support Services.

(2) A request submitted under this Procedure must include at least the following:

(a) Name and position title of the County workforce member that is making the request, who must be the same person that would be recording the meeting if allowed;

(b) Name of the County Department, and Division, if any;

(c) Name of the person’s Supervisor or Manager;

(d) Name of the technology application that would be used to record the meeting;

(e) The County business purpose and need for recording the meeting; and

(f) Any other information requested by the online portal form, or subsequently requested by Human Resources or County Counsel in reviewing the request.

## **(3) Important Notices:**

(a) Creating a recording of a meeting related to County business creates a public record that must be retained in accordance with the state archivist rules for retention of public records. Destruction of a public record, including failing to retain a public record as required by law, can

have significant legal and other consequences. Knowingly destroying or failing to maintain a public record as required by law may also be a crime. As the creator of a public record, it is your legal obligation to ensure the record is properly retained. It is also your obligation to determine the correct retention period for the specific type of meeting you have recorded. Records relating to most meetings that are not a public meeting of a governing body must be retained for at least two years, although longer period of retention may be required for certain meetings. *See* OAR 166-150-005(18) (2023). You and your department are responsible for ensuring that the recording is retained for the minimum period required by law. Please consult with county counsel if you have any questions.

(b) Oregon law requires that participants in many types of meetings that are recorded receive notice of that recording and/or consent to that recording. *See* ORS 165.535 to 165.572. As the County workforce member that has received permission to record a meeting under Policy 608 and this Procedure, it is your obligation to become knowledgeable about, and comply, with those requirements. You may consult with County Counsel should you have any questions or concerns.