

AP 2365 Recording

Reference: ***Government Code Section 54953.5, 54953.6;
Education Code Section 72121(a)***

Date Issued: June 6, 2006

Overview

The Grossmont College Learning Resource Center and the Cuyamaca College Learning Resource Center (LRC) will maintain a complete library of Governing Board meeting recordings available for public viewing.

Recording the Meeting

An electronic technician from the District Electronics Maintenance Department for the college hosting the meeting will provide and oversee the necessary equipment to record the meeting. The meeting will be recorded in its entirety by the technician. The technician will deliver the DVD recording to the Multi Media Technology Center at the college hosting the Board meeting for processing.

Processing the Master Copy

The Chancellor/Governing Board Office will provide the Multi Media Technology Center with five blank DVD-Rs. The Multi Media Technology Center will use the master copy to make five copies, which will be distributed within two working days as follows:

- ♦ Two copies delivered to the Cuyamaca College LRC (one master copy and one circulation copy);
- ♦ Two copies delivered to the Grossmont College LRC (one master copy and one circulation copy); and
- ♦ One copy delivered to the Chancellor/Governing Board Office.

Pursuant to the [California](#) Public Records Act, the recordings will be maintained a minimum of six years after the taping or recording.

LRC Process for Viewing, Checkout, and Copy Orders

1. After processing the master copy, the DVDs will be delivered to the LRC Media Desks for public checkout and copy orders.
2. Within two working days of receiving the meeting DVD, the LRC will catalog and shelve the [Board](#) meeting DVDs.
3. Viewing, checkout, and copy orders will be processed after two working days.
4. To obtain a copy, the person requesting the copy will provide the LRC with a blank DVD. The LRC will have two working days to process the request for copy.