



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 2: Governance
Title	Recording of Board Meeting
Code	AP 2365
Status	Active
Adopted	October 7, 2008
Last Revised	April 28, 2021
Last Reviewed	March 22, 2016
Origin	Superintendent/President
Office	President's Office
Next Review	July 1, 2025

Recordings of board meetings shall be maintained for at least thirty (30) days following the meeting. The following steps should be followed:

1. Recording shall be stored in a locked file cabinet.
OR
Digital file of the videorecording shall be maintained in a file location or cloud platform that is easily accessible and shareable.
2. Disposal of such recordings shall not take place before at least thirty (30) days following the meeting.
3. Recording shall be destroyed by deleting, breaking, shredding or burning, and the destruction shall be supervised by the Superintendent/President or designee.

Legal Government Code Section 54953.5