

COMMISSION POLICY**POLICY #2.2****SUBJECT:** Commission Recording**DATE ADOPTED**
February 19, 2008**PAGE (BCC MINUTES)**
Page 26**OBSOLETE VERSIONS** *(Can be found in the Inactive Policy Book.)*
DATE ADOPTED **PAGE (BCC MINUTES)**
December 1, 1992 Book 12, pg. 334

NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.

POLICY STATEMENT

This policy is intended to define how audio, video, and/or written notes are handled for a Commission meeting. The intent of these notes is to document the proceedings of county Commission meetings. The video of the Commission meeting is maintained and submitted to Archives for proper filing. Written notes and/or audio is kept until the formal written minutes of the meeting is formally adopted, at which time these notes and/or audio can be destroyed leaving the adopted minutes as the formal documentation of the meeting.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. Secure Video and submit to Archives.
2. Receive the formal Minutes from the transcriber.
3. Request the Commission to adopt the minutes.
4. Secure the signed minutes, append associated documents, upload to the Internet, and place TIFF images of the signed minutes on the Identifier for future conversion to microfilm for permanent record.