

## **Administrative Procedure 2365**

## **Recording**

1. Recorded proceedings of Public Board Meetings will be retained for at least thirty days following the recording.
2. Recording may be in the form of digital files, CDs, or another medium as the technology allows and is deemed appropriate.
3. All recordings will be maintained by the Administrative Assistant to the Board of Trustees.
4. Copies will be made available as soon as reasonably possible at the requestor's expense. Such expense will include staff time, mailing, and the purchase of digital storage devices , and other expenses as they are encountered.

### **Reference:**

Government Code Sections 54953.5, 54953.6  
Education Code Section 72121(a)

El Camino College  
Adopted: 7/16/18