

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**A-34 – Retention and Destruction of Audio Recordings**

**Preamble:** The board of directors has supported the audio recording of regularly scheduled board meetings for the sole purpose of enabling access for residents who live in remote areas of the Central Coast Regional District.

The audio recordings will not supplement or replace the official meeting minutes as recorded by the Recording Secretary.

For the purpose of ensuring consistency in the retention of these audio recordings of regularly scheduled board meetings the nature of these records must be defined.

**Policy:** Audio recordings of regularly scheduled board meetings are considered transitory records and will be destroyed three months after the recording date.

**Adopted Date:** April 14, 2016 – resolution 16-04-36