

CITY OF CEDAR SPRINGS

STANDARD OPERATING POLICY

Subject: Recording ~~Council~~ **Public** Meetings
Effective Date: May 14, 2015

Policy Number: 15
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PURPOSE:

To establish procedures for the video and audio recording of City Council, **Planning Commission, Downtown Development Authority and Zoning Board of Appeals** meetings.

POLICY:

All **public** meetings of the **City of Cedar Springs** ~~City Council~~ will be recorded and made readily available, with the exception of closed sessions and incomplete recordings, to the public.

DEFINITIONS:

- A. Complete recording – a recording that captured the entire ~~Council~~ meeting with no exceptions.
- B. Substantially complete recording – a recording that is missing an insignificant portion or portions of the meeting due to explained technical difficulties and does not unduly impact a viewer's understanding of the recording.
- C. Incomplete recording – a recording that is missing a significant portion or portions of the meeting due to explained or unexplained technical difficulties and would significantly hinder the viewer's understanding of the recording, rendering it useless to the public.

RETENTION:

- A. The City shall retain recordings of all ~~Council~~ meetings, regardless how defined, in accordance with the City's record retention schedule.

AVAILABILITY:

- A. The City shall make the complete and substantially complete recordings readily available to the public through the City's website or other City approved methods.
- B. The recordings identified in A above shall be made available to the public **within five business days** ~~in a reasonable time period~~ following the completion of a meeting.
- C. Requests to view incomplete recordings and recordings of a closed session shall be handled as a Freedom of Information Request.