Town of New Durham

Electronic Records of Board, Committee and Commission Meetings and Broadcast Policy

1. Statement of Purpose

To enhance accountability and to promote public awareness of all town boards, committees and commissions.

To ensure that the process for recording and broadcasting public meetings is consistent and fair

To ensure the safekeeping of these records as an immediate and readily accessible reference library in the ongoing work of the town.

2. Definitions

Broadcast entity means the organization responsible for broadcasting the recordings of the town.

Electronic records means information that is created or retained in digital format. (RSA 5:29 VI)

3. Town Boards, Committees and Commissions

Any public meeting that is being electronically recorded should post the name and date of the meeting in visible area:

It shall be the responsibility of the broadcast entity to record for broadcast whenever the meeting involves the following:

- Discussing, deliberating or advising on the expenditure of general funds.
- Hearing evidence, making findings of fact or reaching a decision that will directly affect the rights of any party, or the interests of the town as a whole.
- Board of Selectmen - All business meetings.
- Planning Board / Zoning Board of Adjustment - All business meetings.
- Budget Committee - All business meetings.
- All other Boards, Commissions or Committees - Meetings must be recorded and broadcast whenever either of the recording criteria outlined above are met.

Recording may be performed by other individuals if staff from the broadcast entity is not available.

4. **Waiving the Policy**

In the event that the broadcast entity or another individual is not available to record a meeting it is understood that the video policy is automatically waived.

5. **Correlation with Official Minutes**

Electronic records are not considered to be a part of the official minutes of any public meeting. All minutes of public meetings that have been electronically recorded should include a statement at the end of the minutes that:

- An electronic record of the meeting is on file with the Office of Town Clerk; and
- Some meetings can be viewed on the Town's web site on demand.

6. **Retention and Storage of Electronic Records**

- The Town Clerk's Office shall be responsible for the identification, labeling and the permanent storage of all electronic records created as part of a public meeting.
- Master copies of the electronic record shall be labeled so as to identify the record as the "master copy" in order to differentiate them from copies sold to the public. Masters of electronic records are to be kept for a minimum of 60 months.
- After the expiration of the minimum retention period outlined above, the electronic records may be offered to the New Durham Public Library for retention.

7. **Public Access**

- No master electronic record shall be removed from Town Hall for any purpose
- The Town Clerk's office shall sell copies of electronic records to those individuals who request a copy.

8. **Policy Implementation**

The Board of Selectmen designates the Town Administrator to be responsible for daily implementation of this policy

David Bickford, Chairman

Theresa Jarvis, Vice Chair

Jeffrey Kratovil, Selectman

Initially Adopted 7/6/05
Revised Effective 9/5/12