



## ADMINISTRATIVE PROCEDURES

### **Chapter 2    Board of Trustees**

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**2365**

#### **AP 2365    Recording**

Governing Board meetings are recorded to ensure accuracy and completeness of the minutes. Audio recordings of Governing Board meetings made by the District are maintained in the President's Office for at least 30 days following the recording. The audio recordings of meetings are available for inspection by the public in the President's Office in accordance with the California Public Records Act, Government Code Section 6250, during the 30 day time period. Any inspection of an audio recording will be provided without charge on equipment made available by the District.

See Board Policy 2365 – Recording and Board Policy/Administrative Procedure 3300 – Public Records

**References:** Government Code Sections 54953.5 and 54953.6

**President's Cabinet Approved:** June 26, 2017

**Reviewed:** May 13, 2019