

1.0 PURPOSE:

To describe the role of the City Clerk/Treasurer and Cable Communications Office in recording all meetings of the City Council.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all meetings of the City Council.

3.0 POLICY:

It is the policy of the City Council to record all Council meetings on an electronic medium, a responsibility of the City Clerk/Treasurer and duty of the Cable Communications Office, and to store these recordings for 90 days after the minutes have been approved and published. Copies of the recordings are available, at cost, from the Video/Cable Communications Coordinator, or free of charge on the City's website.

4.0 REFERENCES:

PUBLIC RECORDS: Section 19.21(7), Wisconsin Statutes.

5.0 PROCEDURES:5.1 RESPONSIBILITY

5.1.1 It is the responsibility of the City Clerk/Treasurer to ensure the recording of the Council meetings.

5.1.2 It is the duty of the Cable Communications Office to maintain the recordings and assist individuals who request copies.

5.2 GENERAL POLICIES

5.2.1 The City Clerk/Treasurer shall ensure the recording of all City Council meetings.

5.2.2 The Video/Cable Communications Coordinator shall store the recordings for 90 days after the minutes have been approved and published, and make copies of the recordings for those requesting copies, at a cost to be established by the Video/Cable Communications Coordinator.