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1.0 PURPOSE:

To describe the role of the City Clerk/Treasurer and Cable Communications Office in taping 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 tape an electronic medium, a responsibility of the City Clerk/Treasurer and duty of the Cable Communications Office, and to store these tapes recordings for eight (8) months 90 days after the minutes have been approved and published. Copies of the tapes recordings are available, at cost, from the City Clerk/Treasurer Video/Cable Communications Coordinator, or free of charge on the City's website.

4.0 REFERENCES:

~~None~~

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 record ensure the recording of the Council meetings. and to maintain the tapes and distribute the tapes to those requesting copies.

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 record ensure the recording of all City Council meetings and store the tapes for eight (8) months.

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