

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

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| Title: RECORDING MEETINGS | Number: BP 1.14 |
| Legal Authority: Education Code, sections 70902 and 72121(a); Government Code, sections 54953.5 and 54953.6. | Page: 1 |

Regular public meetings shall be recorded electronically or on video tape or other means of maintaining a record of the proceedings, pursuant to the District Sunshine Policy. Special meetings shall be similarly recorded. There shall not nor ever be video, audio and/or other real-time recording of closed session meetings except only by written minutes. Recordings shall be subject to inspection and/or copying by members of the public in accordance with the California Public Records Act and the District Sunshine Policy. The Chancellor shall ensure that any such recordings are maintained shall be kept indefinitely by SFCCD, and shall not be erased or destroyed unless the recordings are being transferred into a different format for archival or accessibility requirements. Any such digital recordings that are made, shall be posted on the body's website.

Inspection of any such recordings of open sessions shall be provided without charge on an appropriate playback device made available by SFCCD; if the meeting recording is not readily available, copies of any such recordings shall be provided upon request and payment for the actual cost of the media used to make the copy.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or other means of recording, or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, obstructing views, or other interference that constitutes a persistent disruption of the proceedings, any such person shall be directed by the President to discontinue the recording or broadcasting.

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| Approved by District Board of Trustees | Authenticated by the General Counsel |
| Date: 8/27/09 | Revision Number: 1 Date: 10/25/12 |