

Policy Name: BOARD MEETING RECORDINGS POLICY

Adoption Date: 4/5/12 **Revision Date:** 6/1/20

Review Date: 6/1/20

Purpose: To state the creation and handling of meeting recordings

Policy:

The Board of Pharmacy records public boards meetings and conference calls for the sole purpose of accurately creating the written minutes for these meetings. The recordings of the meetings will be managed according to this policy.

- 1) All recordings shall be retained, properly stored, and secured until the requirements for destruction have been met.
- 2) All recordings shall be backed up according to the Board's current disaster recovery plan.
- 3) All recordings of a board meeting will be destroyed when the following items are completed:
 - a. The written minutes have been approved by the Board. These written minutes then become a permanent record
 - b. 30 days has passed since the Board's approval.
 - c. There are no outstanding legal issues pertaining to the recording to be disposed.
- 4) Recordings that have met all requirements in section 3 of this policy must be properly disposed. Any copies retained on a disk shall be shredded through the board office's current vendor and any digital copies held on flash drives, servers, laptops, personal computers, external hard drives or any other digital format will be properly deleted according to current state policy.