

SUPPORTING DOCUMENT SUBMITTED BY COMMISSIONER MOSKOWITZ

Video and Audio Recording Policy

It is hereby adopted that it shall be a policy of the Town of Dewey Beach for all town meetings, boards, committees and other public bodies falling within the definition of a 'public body' in Title 29, Chapter 100 Delaware Freedom of Information Act, Section 10002(h), to produce video and audio recordings of their meetings when practicable and have them made available to the public for viewing and listening per the following guidelines.

It shall be the responsibility of the Town Manager, or a designee, to ensure that video and audio recordings of public meetings be properly made, using common standards, and retained as follows: Video and audio recordings available on the town website will be handled in the following manner:

1. The video and audio recording shall be uploaded onto the Town website within five (5) business days after the meeting.
2. The recording shall be maintained on the town website for a period of two (2) years.
3. Recordings removed from the website by the Town Manager or designee will be archived for an additional twenty-four (24) months period of time after which the recordings shall be expunged and no longer available to view or retrieve copies.

Online access to recordings are free. Fees to prepare electronic copies of an audio recording are determined under the Town's FOIA policy.