City of La Crosse

Governmental Meetings Recording Policy

Effective xx-xx-xxxx

Policy

It is policy that open sessions of governmental meetings with legislative decision-making authority be recorded electronically, when possible, and the video recording be posted to the Legislation Information Center on the City website.

Purpose

The purpose of this policy is to provide open and transparent access to government proceedings when legislative decisions are being made. It provides a historical record that can be used for verification of decisions and as a reminder of past events and actions with no detail being lost or forgotten.

Guidelines

Meetings held in the City Hall Council Chambers can utilize the Granicus solution to record meetings and seamlessly upload them to the Legislation Information Center (LIC). Meetings held outside of the Council Chambers may not have access to the Granicus solutions in which case recordings using a video conferencing platform (i.e. Lifesize, Zoom, etc.) can be manually uploaded into the Granicus solution.

Once video recordings are uploaded to LIC, the goal is to maintain the video as long as possible with a goal of perpetuity in cloud storage. Any video stored on the City server will be retained pursuant to the City record retention policy as a meeting recording used to produce minutes and will not be stored permanently.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waived