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| Scotts Valley Fire Protection District |  |
| POLICY: 1801 | SUBJECT: Tape Recording Board Meetings and Retention of Tapes |
| DATE APPROVED: 9/12/2012 | |
| BOARD PRESIDENT: <i>[Signature]</i> | FIRE CHIEF: <i>[Signature]</i> |

Policy 1801: Tape Recording Board Meetings and Retention of Tapes

The Scotts Valley Fire Protection District will cause the public sessions of Board Meetings to be recorded on audio tape. Said tapes will be part of the official record of the meeting and will be retained for a period of not less than sixty (60) calendar days.

Anyone making a request to review the tape may do so in the District office as part of the review of public records. Since the tape is part of the official public record, it will not be allowed to leave the District office. There will be no charge for such a review.

Tape recording and retention will all be conducted consistent with current California law.

The tape recording of the meeting will be done in conjunction with written minutes of the meeting.