

# LEE MEMORIAL HEALTH SYSTEM BOARD OF DIRECTORS POLICY MANUAL

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supersedes no.

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category: General Operations  
title: Board Meeting Audio/Video Recordings and Retention

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## **PURPOSE:**

To provide guidelines for retaining audio/video recordings from any meetings of the Board, in accordance with requirements of the Florida Public Records Act.

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## **POLICY:**

Audio and videotapes of meetings of the Board and its committees, or of such other proceedings of the Board as the Board may, cause to be audio or videotaped, shall be retained on file for a period of four (4) years from the date of the meeting or proceeding. At the expiration of such four (4) years, such audiotapes and videotapes shall be disposed of in accordance with rules and/or guidelines established by the Florida Bureau of Archives and Records Management, unless the Board shall designate that specific audio- or videotapes be retained for a longer period.

In the case of any meeting or proceeding that is, at the request of the Board, recorded by a qualified court reporter as well as audio- or video-taped, and where a written transcript is ordered of such meeting or proceeding, the transcript shall be retained as an attachment to the minutes of said meeting or proceeding.

This Policy shall in no way affect the retention period of minutes of Board meetings and committees.