

North Los Angeles County Regional Center  
**Board of Trustees**

**Recording of Board and Committee Meetings Policy**

**1. General**

The purpose of the Recording Meetings Policy is to establish guidelines regarding the recording of the portions of North Los Angeles County Regional Center's Board of Trustee meetings that are open to the public. The intent of this policy is to strike a balance between the legitimate uses of audio and video recordings, and concerns including compliance with the law, privacy, and protection of intellectual property. NLACRC keeps records of its meetings in the form of written meeting minutes which summarize meeting proceedings and document key decisions. With the move to more online meetings, and the emergence of new recording technologies, NLACRC Board of Trustees needs to document the circumstances under which it will use recording technologies to document meetings.

**2. Committee Meetings Affected**

This policy applies to the portions of all meetings that are open to the public, including Board of Trustee meetings and all Board Committee meetings.

**3. Policy**

Rationale:

NLACRC keeps records of its meetings in the form of written meeting minutes which summarize meeting proceedings and document key decisions. With the move to more online meetings, and the emergence of new recording technologies, NLACRC Board of Trustees needs to document the circumstances under which it will use recording technologies to document meetings.

Consent:

Any open meeting may be recorded by any person attending without the need to first obtain the consent. The Trustee presiding over the open meeting shall inform all in attendance that the proceedings may be recorded by any individual present without further notice or consent absent a finding by the Board of Trustees that such recording would disrupt proceedings. (Welfare and Institutions Code (WIC), Section 4660(d)).

It should be made clear to all participants that recordings that are preserved may be subject to the California Public Records Act, effective for regional centers as of January 1, 2026. (WIC Section 4639.76)

Maintenance and Destruction of Recordings:

Transcripts based on a recording may be shared with the board secretary or meeting note taker. NLACRC shall maintain all recordings and written comments submitted as testimony on agenda items for no less than two years in accordance with WIC 4661(b). Records are available based on current applicable statute, including WIC 4639.76 and NLACRC Bylaws. Any questions regarding the maintenance or destruction of a recording should be addressed to the General Counsel.

To the extent a recording contains known copyrighted materials or other intellectual property and therefore subject to additional rights. NLACRC shall take appropriate measures to protect said intellectual property. Any questions regarding copywritten or other intellectual property should be addressed to the general counsel.

### **Related Laws**

California Welfare and Institutions Code, Section 4660(d) – 4661(a), 4639.76

California Penal Code 632(c)

California Government Code, Sections 6253, 11121 – 11124

California Public Records Act (California Government Code Section 7920.000 et seq.)

United States Code Annotated, Title 17 (Copyrights)