



UT System Administration Policy Library -- Policy UTS112
**Statement of Operating Policy Pertaining to
Videoconference Taping**

Responsible Officer: Executive Vice Chancellor for Business Affairs

Sponsoring Office: Office of Technology and Information Services

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POLICY STATEMENT

Video or audio taping of an administrative (non-instructional) meeting conducted by videoconference for The University of Texas System is prohibited except in specific circumstances set forth in this Policy. When tapes are made of a videoconference, the participants must be notified of the taping and personnel involved in the taping must notify the participants of the meeting about the taping and follow consistent standards in managing and maintaining such tape.

RATIONALE

Videoconference participants have a reasonable expectation that meetings not subject to the Open Meetings Act will not be taped and/or reviewed by others. Tapes made of a System videoconference may be subject to the Texas Public Information Act. Therefore, they should not be taped unless specific standards and conditions are met.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts112.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
<ul style="list-style-type: none">• UTS139, Texas Public Information Act	<ul style="list-style-type: none">• <i>Texas Government Code</i>, Chapter 552

CONTACTS

If you have any questions about UT System Administration Policy UTS 112, *Statement of Operating Policy Pertaining to Videoconference Taping*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
	Office of Technology and Information Resources	512-499-4357	help@utsystem.edu http://www.utsystem.edu/otis/

DEFINITIONS

None

RESPONSIBILITIES

Videoconference Chairperson

- Informs all participants that University policy prohibits audio and videotaping of Administrative videoconferences.
- Informs all participants when a tape is being made and explains the purpose for the taping.
- Grants consent to tape videoconference when written request has been received.

Person Requesting Taping of Videoconference

- Submits a written request for taping, including justification, to the chairperson of the videoconference.

UT Institution

- Owns tapes made pursuant to Section 4.2 of this Policy that the institution has made of a videoconference that is subject to Open Meetings Act.
- Owns tapes that the institution has taped pursuant to a written request under Section 4.3 of this Policy.

- Establishes policies and procedures to manage access to tapes an institution has made pursuant to Section 4.3 of this Policy.

PROCEDURES

1. Taping of any videoconference relating to the affairs of UT System is prohibited, except as noted below.

At the beginning of each videoconference, the chairperson will inform all participants that University policy prohibits audio and videotaping of Administrative videoconferences.

If a tape is being made because of one of the following exceptions, the chairperson will inform all participants that a tape is being made and explain the purpose for the taping.

A tape may be made under the following circumstances:

- 1.1** In the event of a technical problem prior to or during a videoconference which prevents the active participation of one or more of the scheduled host sites.
- 1.2** The meeting's chairperson will announce to all participants that the meeting will be taped due to technical problems.
- 1.3** The tape will be sent to the site(s) that were unable to actively participate in the meeting. A notification will accompany the videotape highlighting the following items:
 - a) Copying or transcribing the tape is prohibited.
 - b) The tape may be used only on the institution's premises.
 - c) Access to the tape is to be limited to those invited to the meeting.
 - d) The tape is not the official record of the meeting.
 - e) The tape is to be returned to UT System Administration for destruction, within ten (10) working days of receipt.

2. Videoconferences subject to Open Meetings laws for which the choice of official record is a tape.

The application of the Texas Public Information Act to such conferences will be very limited.

2.1 Tapes used as an official record are to be maintained in accordance with the Records Retention Schedule for the institution.

3 Videoconferences for which a written request to tape has been submitted and consent received from the meeting chairperson.

3.1 The person requesting that the meeting be taped must submit a written request, including justification, to the chairperson of the videoconference.

3.2 If the chairperson approves the request for taping, the chairperson will, at the meeting's onset, inform all participants that the meeting is being taped.

3.3 Tapes are owned by the institution(s) taping the videoconference.

4 Videoconferences for which minutes are taped for later transcription

4.1 If a tape is created for later transcription of the minutes, the tape is to be erased after the minutes are in written form.

FORMS AND TOOLS/ONLINE PROCESSES

None

APPENDIX

None

Keywords: videoconferences, confidentiality, videoconference, video conference
