

1. Title

Electronic Recording of Administrative Meetings

2. Policy

Sec. 1 Prohibition of Recording. Electronic recording or archiving of an administrative meeting (see definitions) conducted for The University of Texas System is prohibited except in specific circumstances set forth in this policy. When recordings are made of an administrative meeting, the participants must be notified of the recording by the meeting facilitator. The owner of the recording must follow consistent standards in managing and maintaining such recordings in accordance with the Records Retention Policy.

Sec. 2 Recording Administrative Meetings.

Recordings made of a U. T. System administrative meeting may be subject to the Texas Public Information Act. Therefore, electronic records should not be made unless specific standards and conditions are met.

Sec. 3 Exception to Prohibition.

3.1 Recording of an administrative meeting relating to the affairs of U. T. System when the active participation of one or more of the scheduled host sites is prevented because of a technical problem prior to or during the event is permitted.

3.2 Recordings Subject to Open Meetings Laws for Which the Choice of Official Record is a Digital File are Permitted. The application of the Texas Public Information Act to such conferences will be very limited.

3.3 Videoconferences for Which a Written Request to Record has been Submitted and Consent Received from the Meeting Chairperson.

- (a) The person requesting the meeting be recorded must submit a written request, including justification, to the chairperson of the videoconference.
- (b) Recordings are owned by the institution(s) recording the event.
- (c) The approved request should be retained by the requestor for the life of the recording.

- Sec. 4 Processes and Procedures Required if an Administrative Meeting is Recorded.
- 4.1 Requesting a Recording be Made. If an administrative meeting is being recorded with the assistance of technology personnel, the request to record the event must be made in writing by the Meeting Chairperson or Department Director. The request should include
- (a) justification for the recording;
 - (b) how long the recording will be maintained under the current Records Retention Schedule and where it will be maintained; and
 - (c) an acknowledgement of the risk of maintaining such records, including the risks of permitting the creation of copies of such records.
- 4.2 Announcement by Chairperson. If a recording is being made under an exception to the probation, the chairperson will inform all participants that a recording is being made and explain the purpose for the recording.
- 4.3 Compliance with the Records Retention Schedule. Recordings made are State records. They must be kept in compliance with the Records Retention Schedule. Recordings that are transitory records must be destroyed after they have served their purpose.
- 4.4 When a recording is made for an active participant at a remote site the recording will be sent to that site(s) or a link provided where the information can be accessed. If sent a notification will accompany the recording highlighting the following items:
- (a) copying or transcribing the recording is prohibited;
 - (b) the recording may be used only on the institution's premises;
 - (c) access to the recording is to be limited to those invited to the meeting;
 - (d) the recording is not the official record of the meeting; and
 - (e) the recording is to be returned to U. T. System Administration for destruction, within a designated number of days of receipt not to exceed 30 days.

Sec. 5 Recordings for Transcribing of Minutes. If a recording is created for later transcription of the minutes, the recording is to be erased after the minutes are in final form.

3. Definitions

Administrative Meeting - a meeting to conduct or discuss the business of U. T. System. This definition excludes meetings conducted for the purpose of instruction or training (classes).

Recording - a digital copy of a visual or audio event for the purpose of rebroadcast.

State Record - any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a State agency or an elected State official that documents activities in the conduct of State business or use of public resources. The information must be readily located and accessible for production.

Transitory Records - records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions and should be deleted at the end of their usefulness.

4. Relevant Federal and State Statutes

[Texas Government Code, Chapter 551, Open Meetings](#)

[Texas Government Code, Chapter 552, Public Information](#)

5. Relevant System Policies, Procedures, and Forms

[UTS139, Texas Public Information Act](#)

6. System Administration Office(s) Responsible for Policy

Office of Technology and Information Services

7. Dates Approved or Amended

February 1, 1995
January 6, 2010
April 5, 2011