

## Selectboard Meeting Recording Policy

Within the limitations of technology available at the time, the Selectboard directs that each of its regular meetings, hearings, and information sessions be recorded. The Board retains the right to determine the length of time that such recordings will be maintained. The Board asks the Town Clerk to maximize the length of time that such recordings are available based upon the technology in use by the Town at the time. When technology is in use by the Town that allows for local storage and web-based access to recordings, the Board may choose to retain recordings locally and determine the availability on a case-by-case basis.

As of 1/31/24, the Town uses GotoMeeting as its official virtual meeting platform and the Selectboard avails itself of GotoMeeting's one-year video retention policy. When the Town is technologically capable, the Board requests local storage of PFAS Information Session recordings and more permanent availability than one year. Selectboard recordings will be made available to people through a request to the Town Clerk.

Recordings are not required by Open Meeting Law and are not a substitute for Meeting Minutes.