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[Home](#) > Audio Recordings of Proceedings

.8 Audio Recordings of Proceedings

- **.8.1 Custody and Retention of Recordings**

A. Effective January 2006, all Board of Supervisors meetings shall be recorded on an internet-based recording system and are automatically archived for future retrieval.

B. All audio recordings shall remain in the custody and control of the Clerk of the Board. However, copies of the audio recordings of a proceeding will be made available pursuant to the California Public Records Act. The cost will be set by the County's master fee schedule.

C. All recordings of the Board of Supervisors meetings shall be accessible through the County's website at www.countyofglenn.net.

- **.8.2 Transcripts**

Any interested person may bring a court reporter to a proceeding, as the County does not provide a court reporter in the regular course of business.

- **.8.3 County Requests**

In the event any other County official or department head requests a transcription of such recording or portion thereof, they may bring a court reporter to the hearing and pay for the service out of their budget appropriation.

- **.8.4 Requests to Listen to or Copy of Recording**

A. Any person without internet access desiring to listen to the audio recording shall coordinate a time with the Clerk, whereby the Clerk shall arrange to make a computer available for this purpose. In the alternative, the Clerk will make a copy of the audio recording available for a minimum charge. The Clerk may, for purposes of clarity, request the interested party to submit their request on a Public Record

Request Form provided by the Clerk which shall describe the particular recording or portion thereof desired.

B. The form shall indicate the following:

1. The particular Board or Commission involved;
2. Date of the hearing or meeting recorded;
3. Any specific subject matter desired;
4. The approximate time of day the matter was recorded, if known;
5. The estimated length of the time needed to listen or copy; and
6. The desired appointment date or time.

C. Upon receipt of the completed form, the Clerk shall notify the person of the confirmation of the appointment date, time and place, or if the date or time is not available, the Clerk shall arrange another mutually convenient date, time and place.

D. The Clerk shall give his or her best efforts to accommodate the requested appointment date and time within the constraints of other pressing County business. Within these confines, if the requested appointment date or time is not practicable or possible, the Clerk shall arrange the appointment for the next earliest available date, time and place. If necessary, due to the constraints of other pressing County business and the estimated length of time needed by the person to listen or copy, the Clerk may arrange more than one appointment so as to best accommodate the requesting person and allow him or her access at the earliest possible time.

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