

Policy 102 Disposal of Closed Session Recordings

Purpose: To state the Library's policy regarding the disposal of closed-session recordings

1. Introduction: Closed sessions are required by law to be recorded and the recordings retained for at least 18 months after completion of the meeting being recorded.
2. Highland Park Public Library Policy
All closed-session recordings that are older than 18 months shall routinely be destroyed, but the Library Board shall specify the destruction of each recording separately.

Revision History

Adopted December 9, 2014

Approved with no revision August 10, 2021