Spokane Colleges Administrative Procedure
1.50.02-I Recordings of Meetings

Implementing Board Policy 1.50.02
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1.0 Purpose

At Spokane Colleges, video conferencing platforms such as Zoom and Microsoft Teams allow for remote accessibility while also facilitating connection among colleagues. This procedure addresses when meetings may be recorded, how participants are notified, and how resulting recordings, transcripts, and chats are managed in compliance with retention requirements and the Washington State Public Records Act (PRA).

2.0 Definitions

2.1 **Meeting Host**: The person who is facilitating, organizing, or leading the meeting and is responsible for managing recording functions.

2.2 **Recording:** Any captured audio, video, transcript, or associated content (including chats, shared documents, and information about the host and participants) that constitutes a public record of Spokane Colleges.

2.3 **Hybrid Meeting**: A meeting with both in-person and virtual participation options.

2.4 **Online Meeting**: A meeting conducted solely through virtual options.

2.5 **Chats**: Text-based communication within a virtual meeting platform.

2.6 **Transcripts:** A written record of spoken or written communication generated from a meeting, including automated or manual transcripts.

2.7 **Legitimate Need:** A documented business, educational, safety, or legal purpose that warrants creation of or access to a recording to enable a college official to conduct assigned duties.

2.8 **Public Record:** Any record made or received by Spokane Colleges in connection with the transaction of public business, regardless of physical form or characteristics. *See* RCW 42.56.010(3). Public records are the property of the State of Washington and must be managed in accordance with approved retention schedules.

2.9 **Transitory Records:** A record with minimal retention value that may be destroyed when no longer needed for agency business, consistent with Washington State General Records Retention Schedules. Examples include: brainstorming and collaborating records, contact information, informational communications ("I'm out sick today," "Call me when you're free," Out-of-office notices), To-Do Lists, and unsolicited materials. Refer to Section 6 of the Washington State General Records Retention Schedule regarding transitory records.

3.0 Limitations and Requirements

3.1 Recordings of meetings will be used sparingly and only when a legitimate need has been identified.

3.1.1 Records Status and Retention: Creating a meeting recording (including audio, video, transcripts, or chats) creates a record that may be subject to disclosure under the Washington State Public Records Act.

3.1.1.1 Recordings and related materials must be retained according to their function and content and in accordance with applicable retention schedules. Further consideration should be given to whether a

recording should also be retained with other official meeting records (agendas and minutes).

3.2 If a meeting is to be recorded, the Meeting Host must inform participants in advance, including the purpose of the recording and whether transcripts or chats will be retained. The announcement that the meeting will be recorded must be included in the recording.

3.3 Participants may choose to mute microphones or disable video during recorded meetings.

3.4 Spokane Colleges discourages the recording of one-on-one or small group meetings given the requirements of RCW 9.73.030 (Washington's consent requirements for private conversations).

3.5 Examples of meetings that may be appropriate for recording are specific academic meetings, training sessions, and large college meetings such as forums, town halls, etc.

4.0 Meeting Recording Governance

4.1 Meeting Hosts must understand how to record meetings in compliance with this procedure and relevant laws. The Meeting Host is responsible for retaining the recording according to state records management requirements.

4.2 The Meeting Host is responsible for starting and stopping the meeting. If the Meeting Host leaves before the meeting concludes, the recording must be stopped or responsibility transferred to another Spokane Colleges participant.

4.3 All video and audio recordings of Spokane Colleges meetings are property of Spokane Colleges.

4.4 Recordings may not be shared or used outside of Spokane Colleges except in the conduct of official college business. Recordings must be released when required under the Public Records Act.

5.0 Related Information

5.1 Washington State Archive – General Retention Schedule

5.2 Washington State Archives – CTC Retention Schedule

5.3 Spokane Colleges Policy and Procedures 1.50.02-A – Public Records

5.4 Spokane Colleges Policy and Procedure 1.50.02-B – Records Management

5.5 Spokane Colleges Policy and Procedures 1.50.02-F Evidence Preservation & Electronic Discovery

5.6 SOS Records Management Advice Electronic Records Management

5.7 SOS Transitory Records

5.8 RCW 9.73.030 Intercepting, recording, or divulging private communication-Consent required-Exceptions.

5.9 PRA Definitions RCW 42.56.010