

VIDEOCASSETTE DISPOSAL

PURPOSE: The purpose of this policy is to establish guidelines and procedures for the proper and timely disposal of video recordings of City Council Meetings to (1) avoid redundancy in recording keeping; (2) eliminate the expense related to videotape archival; and (3) maintain adequate work space for the video production staff.

DEFINITIONS:

Video Tapes: Video recordings of televised public meetings of the Moreno Valley City Council, Community Services District, and Community Redevelopment Agency.

POLICY:

I. Authorities; References

- A. The disposal of Council Meeting tapes is based upon chapter 2.60 (Records Management Program) of the Municipal Code, section 2.60.090, paragraphs A and C, which provide specifically for the destruction of duplicate records. The Code states:

“A. “The head of a City department desiring to destroy such duplicate records may, without the approval of the City Council or the consent of the City Attorney, destroy or authorize the destruction of duplicate records in the custody of such department which are no longer required, regardless of the age of such records. . .”

“C. For purposes of this section, video recordings (videotapes or film) of City Council meetings may be considered duplicate records if the City keeps another record, such as written minutes or an audio tape recording of the meeting which is recorded on video, except that no video recording shall be destroyed until at least 90 days have elapsed since the occurrence of the meeting recorded on such video recording.”

- B. The disposal of Council Meeting tapes is also based upon the State Government Code, Section 34090.7, which provides specifically for the disposal of duplicate records. The Code states:

"...video recording media, such as videotapes and films, ...shall be considered duplicate records if the city or county keeps another record, such as written minutes or an audiotape recording of the event that is recorded in the video medium. However, a video recording medium shall not be destroyed or erased pursuant to this section for a period of at least 90 days after occurrence of the event recorded thereon."

- C. The disposal of Council Meetings tapes is further based on the Records Retention Schedules adopted by Resolution No. 2003-07.

II. Tape Disposal Process

Video recordings of Council Meetings will be retained by the City for 90 days. ~~At the end of the 90-day period, the tapes will be given to the Moreno Valley Museum Foundation, at which time the tapes will no longer be official records of the City.~~