

**RETENTION OF VIDEOTAPE RECORDINGS OF
LITTLE ROCK CITY BOARD OF DIRECTORS MEETINGS**

I. PURPOSE:

The following guideline establishes policies and procedures for the retention of videotaped recordings of the Little Rock City Board of Directors Meetings.

II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manger.

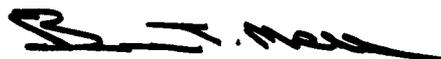
III. POLICY:

Based upon a recommendation from the City Attorney, videotaped or digital recordings of the Little Rock City Board of Directors Board Meetings and Agenda Meetings shall be retained for three (3) years. Per a written agreement with the Butler Center for Arkansas Studies, recordings older than two (2) previous calendar years will be archived at the Butler Center for public inspection. It shall be the responsibility of the Assistant City Manager to implement this procedure.

V. PROCEDURE:

Physical copies of recordings of the Little Rock City Board of Directors Board and Agenda Meetings shall be indexed and retained in the Little Rock Television (LRTV) Cable Studio for the current year and the two (2) previous calendar years. All recordings from before that time period will be archived at the Butler Center for Arkansas Studies and available for public inspection, per a written agreement with the Butler Center.

Approved:



Bruce T. Moore
City Manager