

**CHAPTER 2: BOARD OF TRUSTEES  
ADMINISTRATIVE PROCEDURE NO. 2365**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Recording of Board Meeting

**Adoption Date:** October 7, 2008

**Review Date:** April 10, 2012; March 22, 2016

**Responsible Area:** Superintendent/President

**Responsible Office:** President's Office

**Policy Reference:** Government Code Section 54953.5

Recordings shall be maintained for at least thirty (30) days following the taping or recording. The following steps should be followed:

1. Recording shall be stored in a locked file cabinet.
2. Disposal of such recordings shall not take place until after the end of the following month.
3. Destruction of recording shall be destroyed by breaking, shredding or burning, and shall be supervised by the Superintendent/President or his/her designee.