

**YUMA COUNTY
BOARD OF SUPERVISORS**

**MINUTES & AUDIO/VIDEO
RECORDINGS RETENTION
& DISPOSITION POLICY**

Revised: 08-05-08 by administrative action. (*Board action not required per County Administrator.*)

History: Adopted: 8-21-00, #6

ID #: 0004

1. MINUTES:

- a. Regular Session: Retain as a permanent record (paper copy and microfilm). Do not destroy. (Includes all Regular, Special/Joint, and Budget Sessions.)
- b. Executive Session: Destroy paper copy ten (10) years after calendar year of the meeting (per State schedule).

2. AUDIO/VIDEO RECORDINGS OF MEETINGS:

- a. Regular Sessions: Erase/destroy (as applicable) 1 year after date of meeting. (Includes all Regular, Special/Joint, and Budget Sessions.)
- b. Executive Sessions: **Executive Sessions are not recorded.**

Note: When the Arizona State Department of Library Archives & Public Records' Retention Schedule changes, the Yuma County's schedule should also be revised to match.

/cpi/lgh/ss

Revised: 07-25-08/gh