

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Administration	<b>Policy #</b> 88-1
<b>Title:</b>	Duplicating District Tape Recordings	

## PURPOSE

- 1) Tape recordings do not constitute official District records. They are supplemental information, primarily for use by the District Secretary in preparing the official records (minutes) of the District.
- 2) Tapes need not be retained for any specific period. The District Secretary, with confirmation of the General Manager, will erase or re-use tapes as required.
- 3) Tapes may not be removed from District offices, except by District personnel, for duplicating, etc.
- 4) Tapes will not be available for review by other than District personnel until the District Secretary has completed use of them.
- 5) Tapes may be reviewed only in the District offices, using only District-furnished equipment.
- 6) Copies of tapes will be available only by one of the following procedures:
  - a) Individuals may microphone-record tapes played on District furnished equipment, at District offices, during regular business hours. District reserves the right to schedule such copying so as not to unreasonably interfere with District office operations.
  - b) District personnel will make copies of tapes, upon written request and prepayment of the cost of the materials, e.g. cassettes to be used.

District will specify, at the time the request is received, an estimate of when copies will be ready, in no case less than two full business days.

Charges will be made for District labor, at then-prevailing burdened labor rates, and paid upon delivery of the copies.
- 7) No guarantees, warranties, or other representation of the quality of the copies is made by the District, or accuracy of the information contained on the tapes copied.

<b>Approved by CSD Board of Directors</b>	January 27, 1988
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