

RECORDING POLICY

AUDIO AND VISUAL RECORDING OF MEETINGS

PURPOSE

The Recording Policy sets forth expectations regarding the recording of meetings, telephone calls, discussions or other conversations (herein collectively referred to as 'communication(s)') by French Quarter Management District staff at the French Quarter Management District (FQMD), offsite at FQMD organized events, or any outside meetings where personnel, Commissioners or Committee members are representing FQMD, whether via telephone or video conference (such as Zoom or Microsoft Teams, etcetera). This Recording Policy does not apply to FQMD staff members' recordation of any meetings in which they are acting in their personal capacities but shall apply to any recordation of FQMD business or official FQMD meetings at which the FQMD staff member is representing FQMD and acting in the course and scope of their employment.

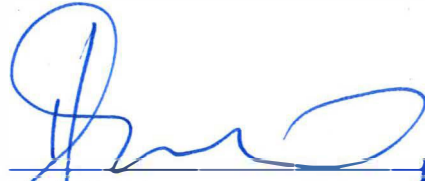
POLICY

The Recording Policy prohibits FQMD's staff from recording (audio or video) FQMD communications or meetings without the prior written authorization from the FQMD Board or FQMD Board Chair and FQMD Board Secretary. Once prior authorization to record is obtained, the FQMD staff member recording the communication or meeting must provide written notification to the designated FQMD Custodian of public records. Furthermore, the recorder of communication(s) or meeting(s) must announce the recording of the communications or meeting(s) into the record at the commencement of the recording to allow any participants an opportunity to leave any meeting that will be recorded.

The FQMD staff member recording the communication or meeting will collaborate with the FQMD Custodian to archive the record with staff assistance consistent with La. R.S. 44:36 and according to Louisiana Attorney General's Guidance on the Public Records Act.


Finance & Development Committee Approved:

11-14-22
Date


Chair Signature
*Vine d'Amor
(Chair Absent)*

Board of Commissioners Approved:

11-14-22
Date


Chair Signature