

TOWN OF TWO HILLS



Policy Number: 2022-02

Date of Issue: April 12, 2022

Policy Subject: Recorded Meeting Release Policy

POLICY STATEMENT:

This policy outlines the process for the electronic release of recorded meetings.

1. RELEASE POLICY

1. Anyone requesting a copy of recorded meetings must submit a written request either in person or by email/letter mail sent to the Town office.
2. The person requesting recording(s) must clearly state in the written request his or her full name, address, email address, and telephone number, and identify the meetings he or she is requesting recordings from. Meetings are only stored on our system for record keeping purposes for thirty (30) days.
3. A person requesting a copy of the recording(s) will need to pay the fee for the removable storage device (\$20). For the safety of our records and systems, the storage device must be one provided by the Town.
4. Once the Town receives both a proper written request and the associated fee it will have ten (10) business days to respond to the request.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

