

Resolution No. 2025-5-10

BOARD OF COMMISSIONERS  
OF HANCOCK COUNTY, INDIANA

**RESOLUTION ADOPTING HANCOCK COUNTY INDIANA PUBLIC MEETING  
RECORDING, STREAMING, AND STORAGE POLICY**

**WHEREAS**, the Hancock County Board of Commissioners, Hancock County, Indiana ("Board") on behalf of Hancock County, Indiana, seeks to adopt certain procedures for recording public meetings, streaming, and storage policies for efficiency and legal compliance and;

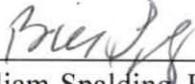
**WHEREAS**, the Hancock County Board of Commissioners, has concluded that adopting the Policies incorporated herein by reference and attached hereto will allow for better efficiency and transparency for the public meetings of the Hancock County Board of Commissioners;

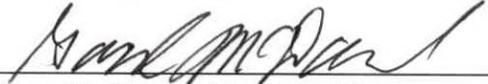
**NOW, THEREFORE**, be it resolved by the Board of Commissioners of Hancock County, Indiana, as follows:

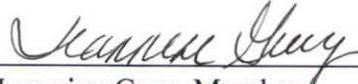
The Hancock County Board of Commissioners hereby adopt the aforementioned Policies as incorporated herein by reference and attached hereto.

Passed and adopted by the Hancock County Board of Commissioners, this  
17th day of March 2025.

BOARD OF COMMISSIONERS  
OF HANCOCK COUNTY, INDIANA

  
\_\_\_\_\_  
William Spalding, President

  
\_\_\_\_\_  
Gary McDaniel, Vice-President

  
\_\_\_\_\_  
Jeannine Gray, Member

ATTEST:   
..... Debra Carnes, Auditor

## **Hancock County Indiana Public Meeting Recording, Streaming, and Storage Policy**

**Purpose:** The purpose of this policy is to establish clear guidelines and procedures for recording, streaming, and storing public meetings held by Hancock County government officials. This policy ensures transparency, access to public proceedings, and compliance with state law regarding the retention of public records.

**Scope:** This policy applies to all public meetings hosted by Hancock County government entities, including but not limited to the Board of Commissioners, County Council, advisory boards, and other public bodies. The policy governs the recording, streaming, and storage of those meetings to ensure proper accessibility and legal compliance.

### **1. Recording and Streaming Procedures**

**Responsibility:** The County Auditor's Office, or Information Technology department (or designated staff member) shall be responsible for managing the recording and streaming of all public meetings. This includes ensuring the availability of necessary equipment, the setup of the recording system, and the streaming to the appropriate platforms (e.g., County website, social media, etc.).

In the event that a staff member or designee cannot attend, the meeting facilitator (e.g., the meeting chair or a designated official) is responsible for ensuring the meeting is recorded and streamed, following this policy.

## **Starting and Stopping the Recording:**

**Start of Recording:** The meeting facilitator (or designee) will ensure that the recording begins promptly when the meeting is called to order. The recording must start at the exact moment the meeting begins to ensure that the entire session is captured.

**End of Recording:** The recording will stop immediately after the meeting concludes, once any official business is finished, and the meeting is adjourned. This includes any break periods and public comment sessions.

The County Auditor's Office, Information Technology Department, or designated staff member is responsible for stopping the recording after the meeting concludes.

## **2. Notification of Recording**

**Government Official Notification:** The meeting facilitator (e.g., chairperson, council/commission member, or other presiding officer) is responsible for verbally notifying the public and participants that the meeting is being recorded and/or streamed. This should be done at the beginning of the meeting and whenever there is a change in recording status.

### **Example notification:**

"This meeting is being recorded and streamed for public viewing. By participating, you acknowledge that your image, voice, and comments may be captured and made publicly available."

If the meeting is being streamed online, the following additional notice should be provided:

"This meeting is being broadcast live on [platform] and may be available for future viewing."

Visual Notification: In addition to the verbal notification, a visible notice (such as a sign or banner on the livestream platform) must be displayed to indicate that the meeting is being recorded.

### **3. Training Requirements**

**Staff Training:** All individuals involved in the recording, streaming, or management of public meeting recordings must undergo training to ensure proper procedures are followed. Training shall cover:

Operation of recording and streaming equipment.

Compliance with state laws governing public meetings and records retention.

Proper handling of sensitive or confidential information (if applicable).

Troubleshooting procedures in case of technical difficulties.

Training shall be provided annually and whenever there is a change in technology or procedure.

### **4. Storage and Retention of Recordings**

**Storage:** All public meeting recordings will be stored on secure County servers, with access limited to authorized personnel only.

**Retention Period:** In accordance with Indiana State law, all public meeting recordings will be stored for a minimum period of 90 days from the date of the meeting. After 90 days, recordings will be permanently deleted, unless a specific request for retention is made through a formal process (e.g., for legal, historical, or public interest purposes).

Should a recording be requested for legal or compliance reasons, it must be retained until the conclusion of the relevant case or legal matter, or as specified by a court order.

## **5. Public Access to Recordings**

**Availability:** All recordings of public meetings will be made available to the public for viewing as soon as possible after the meeting. They will be accessible via the Hancock County website and/or other designated platforms.

**Access for Special Needs:** Individuals who need accommodations (e.g., captioning, sign language interpretation) to access the recorded meetings should contact the County Clerk's Office at least 48 hours before the meeting to arrange for assistance.

## **6. Compliance and Enforcement**

Failure to comply with this policy may result in disciplinary action for County employees, and violations of state law regarding public meetings or records retention could result in legal consequences. It is the responsibility of all County officials and employees to adhere to this policy and ensure the integrity of the public meeting process.

**Effective Date:** This policy shall take effect on March 17<sup>th</sup>, 2025 and will be reviewed annually for compliance with evolving technology and state regulations.