

**ADMINISTRATIVE REGULATION 2022- 05**  
**MAYOR JOHN W. SUTHERS**

DATE: July 14, 2022

TOPIC: **Virtual Meeting Recording Policy**

**LEGAL AUTHORITY:** City Charter 3-10(b); 15-30  
City Code § 1.2.307; 1.2.314; 1.2.901, *et seq.*  
U.S.C. § 7001, *et seq.*  
C.R.S. § 24.71.3-101, *et seq.*

**1.0 Purpose and Scope:** The purpose of this Administrative Regulation is to ensure that City departments and municipal enterprises wanting to record a virtual meeting, as defined herein, coordinate such requests through the City Attorney’s Office, Chief of Staff, and the Information Technology (“IT”) Department. Accordingly, this Administrative Regulation provides policies and processes that streamline those requests for all City departments and municipal enterprises.

**2.0 Terms Defined:**

2.1. **“Virtual Meeting”** means real-time interactions that take place over the Internet using integrated audio and video, chat tools, and application sharing.

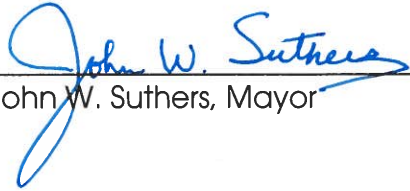
**3.0 Procedures**

- 3.1. No City department or municipal enterprise, or City employee on behalf thereof, shall record a virtual meeting without first coordinating the request with and receiving approval from the City’s IT Department, Chief of Staff, and City Attorney’s Office in accordance with this Administrative Regulation.
- 3.2. To engage IT in the recording contemplated herein, the applicable department or enterprise will fill out the required City IT Request for Recording Virtual Meeting Form and submit it for approval to the City Attorney’s Office, Chief of Staff, and the City IT Department.
- 3.3. Once approved, the City IT Department shall retain the recording for thirty (30) days. The requestor must arrange to store the recording before that time elapses if they desire to retain the recording for a longer period of time. When storing the recording the requestor must ensure their department’s retention schedule is followed.
- 3.4. This Administrative Regulation shall not apply to publicly noticed meetings of any Council- or Mayoral-appointed board, commission or committee as defined by City Code §§ 1.2.901, *et seq.* and 1.2.307, using an IT Department approved recording system.

**4.0 Miscellaneous**

4.1. This Administrative Regulation shall be effective as of July 14 \*\*, 2022, and shall remain in effect until amended or rescinded.

4.2. This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.

  
\_\_\_\_\_  
John W. Suthers, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Office of the City Attorney

**CITY IT REQUEST FOR RECORDING VIRTUAL MEETING**

**(Pursuant to Administrative Regulation )**

**IT Ticket Number:** \_\_\_\_\_

**VIRTUAL MEETING REQUESTED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requestor Name:** \_\_\_\_\_

**Requestor Title and Email:** \_\_\_\_\_

**Are you a City employee? \_\_\_\_\_ Enterprise employee? \_\_\_\_\_**

**Department:** \_\_\_\_\_

**One-Time Request**

**Recurring Request**

**INTENDED AUDIENCE OF MEETING:**

\_\_\_\_\_  
\_\_\_\_\_

**IS THIS A MEETING OF A COUNCIL OR MAYORAL-APPOINTED BOARD, COMMISSION, OR COMMITTEE AS DEFINED BY CITY CODE §§1.2.901, et. seq. and 1.2.307?**

**Yes \_\_\_\_\_ NAME OF BOARD, COMMISSION, OR COMMITTEE:** \_\_\_\_\_

**No \_\_\_\_\_**

**WILL MEMBERS OF THE PUBLIC HAVE ACCESS TO THE MEETING?**

**Yes \_\_\_\_\_**

**No \_\_\_\_\_**

**IF YES, WAS THE MEETING NOTICED?**

**Yes \_\_\_\_\_**

**No \_\_\_\_\_**

**IF YES, LOCATION AND DATE OF NOTICE:**

\_\_\_\_\_

**IDENTIFY ALL MATTERS TO BE DISCUSSED DURING THE MEETING:**

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**STATE THE BUSINESS NEED TO RECORD THE MEETING:**

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*Acknowledgement: The person signing below acknowledges that they will protect data in accordance with law and comply with the City's record retention requirements and all IT policies and procedures.*

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUIRED APPROVALS (pdf/scanned signatures accepted):**

**Department/Division Director (or Designee):** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**City Attorney (or Designee):** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Chief of Staff (or Designee):** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**IT Chief Information Officer (or Designee):** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_