

**RECORDING EXECUTIVE CABINET MEETINGS**  
**BOARD POLICY NO. 1.019**

It shall be the policy of the Executive Cabinet that all official Executive Cabinet meetings may be recorded.

The recording is for office reference and is not to be considered official Executive Cabinet Minutes. All requests for usage of recordings, other than usage by the Executive Director and the Executive Director's staff for normal office reference, shall be approved by the Executive Cabinet.

The recordings shall remain in the President's office until after the second regular consecutive meeting, after which period it will be erased and reused.