



MEMO

TO: Administrative and Personnel

FROM: David De Angelis

DATE: 04-9-21

RE: Agenda Item

Item 3. Review and possible action regarding archiving of meeting video.

We have not been rebroadcasting meetings on the cable channel for quite some time now and since we switched to live internet streaming we have not been recording any of the Village's meetings as well. Recently there has been multiple requests for the ability to view meetings after the fact through our website. We currently do not have a hosting solution in place with our CivicPlus, our webpage provider, but we can integrate our meetings by having them archived and then placed as an additional tab next to the minutes in the agenda center. There is no additional cost at this point if we keep our storage under our current 25GB cap. This however would only allow for approximately 16.5 hours of video meetings to be archived.

State statute 19.21(7) and Village ordinance 65-12C indicate we will need to keep such recordings for a minimum of 90 days after minutes are adopted if the recordings are used for minutes. As it is not outside possibility they may be used we would need to keep these records for the required time. If we were to limit recording to only Board of Trustees and Plan Commission meetings we may be able to stay under the 25GB threshold but that would be dependent on the length of those meetings. If more meetings were to be recorded we would need to change our current media plan to one of unlimited storage, the only other option available, which would take our annual cost to \$6300 from \$3000. If the unlimited storage option were to be chosen then the Board would need to decide what meetings and how long they would like to archive them.

There are four main paths to move forward.

1. Continue to not record meetings
2. Record only Plan Commission and Village Board meetings according to retention policy
3. Record all meetings and follow retention policy
4. Record some determinant meetings and retain them to a defined retention period.

If you have any questions please feel free to reach out to me this weekend.