

NOTICE

THE COMMISSIONERS OF THE CITY OF REHOBOTH BEACH ON JUNE 21, 2013,  
ADOPTED RESOLUTION NO. 0613-02 WHICH REPEALS AND REPLACES  
RESOLUTION NO. 1208-01 AND READS AS FOLLOWS:

**RESOLUTION BY THE COMMISSIONERS OF THE CITY OF  
REHOBOTH BEACH SETTING A POLICY FOR RECORDING AND  
AUDIO RECORDS OF PUBLIC MEETINGS.**

WHEREAS, the Board of Commissioners finds it beneficial for the Commissioners and the public alike to have contemporaneous access to audio records of City meetings; and

WHEREAS, the Board of Commissioners desires to standardize the recordkeeping of City meetings and establish guidance for making such recordings, making them available and establishing the period of retention of such audio recordings.

IT IS HEREBY, adopted, that it shall be a policy of City of Rehoboth Beach for all City commissions, boards, committees and other public bodies falling within the definition of a “public body” in Title 29, Chapter 100 Delaware Freedom of Information Act, §10002 (h), to produce audio recordings of their meetings when practicable and have them made available to the public for listening.

**GUIDELINES:** It shall be the responsibility of the Chair of the public body, or a designee, to ensure that an actual audio record of their meetings be made and transferred to the City IT Department within five (5) business days of the meeting.

It shall be the responsibility of the IT Department to maintain the audio recording as follows:

1. The audio recording shall be uploaded onto the City website within five (5) business days after receipt thereof.
2. The audio recording of any commission, board, committee and public body, including the Board of Commissioners, Planning Commission and Board of Adjustment shall be maintained on the City web site for six (6) months.

The audio recording shall be archived in an accountable manner by the City Secretary and kept in the vault at the City Administrative Office for future use as is technologically practicable.

**SYNOPSIS:** This resolution restates and amends the current policy for recording and audio records of public meetings by extending the period of retention for online availability to audio recordings from one (1) month to six (6) months for “smaller” public bodies and by doing so allows for an equal period of retention for online availability to audio recordings for all public bodies, including the Board of Commissioners, Planning Commission and Board of Adjustment, which already have a six (6) month period of retention for online availability to audio recording.