



**ADMINISTRATIVE POLICY  
AUDIO AND VIDEO MEETING TAPE POLICY  
January 2012**

**Policy Statement**

All Committee of the Whole Meetings, Regular Village Board Meetings and Special Village Board Meetings held in the Public Meeting Room at the Village Hall will be broadcast live on cable, and rebroadcast on cable on the Thursday following the meeting at a set time that will be advertised in the Village Newsletter and on cable channel 10. All Architectural Review Board Meetings, Park Board Meetings and Zoning Board Meetings held in the Public Meeting Room at the Village Hall will be broadcast live on cable, and rebroadcast on the Friday following the meeting at a set time that will be advertised in the Village Newsletter and on cable channel 10. If Thursday or Friday falls on a holiday, when Village offices are closed, the meetings will be rebroadcast on Wednesday.


Copies of audio recordings of Committee of the Whole Meetings and Regular Village Board Meetings, Park Board Meetings, Architectural Review Board Meetings and Zoning Board Meetings shall be kept on file from the date of the meeting as a permanent record to the meeting. Copies of these meetings will be kept on file for seven years from the date of the meeting, and will then be discarded.

All Special Village Board Meetings, Special Committee of the Whole Meetings Zoning Board Meetings, Park Board Meetings, Architectural Review Board Meetings, Police Pension Board Meetings, Meetings of Special Committees held in the Public Meeting Room, the Community Room, or Ante Room, Regular Committee of the Whole Meetings or Regular Village Board Meetings not held in the Public Meeting Room shall be recorded. These audio recordings will be kept on file for as a permanent record to the meeting.

If the Mayor, a Board member, Clerk, Treasurer, Zoning Board Member, Park Board Member, Architectural Review Board Member, Police Pension Board Member, or staff member wish to review an audio or video recording of a Village of Lincolnshire meeting, because they were unable to attend the meeting in question, one copy of the audio or video recording will be made and provided to them without charge. The Deputy Village Clerk will be responsible for furnishing the audio or video recording to the Mayor, a Board member, Clerk, Treasurer, Zoning Board Member, Park Board Member, Architectural Review Board Member, Police Pension Board Member, or staff member.

If any other party other than those listed above wishes to review an audio or video recording of a Village of Lincolnshire meeting, they will be permitted to come into the Village Hall, and listen to the audio or view the recording during regular business hours.

If any party wishes to purchase an audio or video recording, the Deputy Clerk will have a copy of the recording made within a reasonable period of time. The fee that will be charged for audio cassettes will be \$5.00 each. The fee that will be charged for CD or DVD will be .75 per CD or DVD.

  
Brett Blomberg, Mayor