CHAPTER 25
RECORDING OF COMMUNICATIONS MEDIA TECHNOLOGY

PURPOSE:

This chapter establishes the process by which virtual meetings are recorded and those recordings are retained, stored, and otherwise made available for public use for recording virtual meetings to include the requirements for retention, storage, and availability for public use.

AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

SCOPE:

It is the policy of the Florida Department of Transportation (FDOT) that employees with a business need to record meetings as part of their FDOT responsibilities; such as business related to project public involvement meetings, procurement, and construction administration, follow Department procedures for all authorized recordings of virtual meetings conducted via Microsoft Teams, GoToMeeting, GoToWebinar, and other approved virtual meeting platforms.

REFERENCES:

Security and Use of IT Resources, Procedure No 325-060-020
Conducting Proceedings by Communications Media Technology, Rule 28-109.002(3), F.A.C.
Public Records, Chapter 119, F.S.
Sunshine Law, Chapter 286, F.S.
Security of Communications Act, Chapter 934, F.S.
Virtual Meeting Guidelines for Professional Services and Contractual Services and Design Build, Professional Services Procurement Manual, Topic No. 375-030-003

GENERAL:

Virtual meeting platforms can be recorded with measures of approval. The recordings of virtual meetings are subject to Florida's broad public records laws and must be made available to the public unless exempt or confidential.

25.1 PROCESS REQUIREMENTS FOR RECORDING

25.1.1 The following process requirements must be followed for the recording of all virtual meetings:

1. Only record meetings determined to have a business need for recording as outlined in FDOT rules, policy, or procedure.

2. ONLY meeting organizers with an approved justification are allowed to record a meeting.

3. The meeting organizer is the record custodian.

4. Record custodians must ensure adequate written and/or oral notice of recording to all attendees at the beginning of each meeting. When required by law, the record custodian must seek the consent of each attendee to record the meeting.

5. Meeting organizers specifically for Microsoft Teams, must submit an Automated Access Request Form (AARF) to access audio and/or visual recording features of the virtual meeting, along with a justification for such recording.

25.1.2 Virtual meetings should not be recorded unless it is required by rule, statute, or procedure. If this is the case, meeting organizers must request consent from meeting participants. No virtual meeting shall be recorded without express notification to the participants. Alternative means of receiving meeting information must be made available for those who do not consent to the recording.

25.1.3 The meeting organizer must verify the identity of all meeting attendees.

25.1.4 If a meeting involves discussion of sensitive or confidential information, the meeting organizer must ensure that only registered users and accepted guests join the conference. It is incumbent upon the record custodian to preserve and make available the recording in accordance with Public Records laws.

25.1.5 In the approved virtual meeting platform, verbal notice is given automatically to attendees that the meeting is being recorded when: 1) attendees dial into the meeting via telephone, 2) attendees join the meeting via computer, and 3) if the recording is started after attendees have joined the meeting.

A banner with written notice of recording will be displayed for attendees joining via computer.

When recording is stopped, attendees shall be given verbal notice of this action.

At the close of the meeting, the record custodian must download and store the meeting in accordance with current public record retention requirements, based on the content of the recording.

25.1.6 If exempt or confidential information is contained in a recording and needs to be extracted, the record custodian should consult OIT/multimedia to ensure that the record can be produced without the exempt or confidential information, if requested.

TRAINING:

None required.

FORMS:

None required.