


Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
	TITLE	IMPP
	Audio and Video Recording	3.9
		EFFECTIVE DATE 05/22/2024
	APPLICABILITY	RESCINDS/AMENDS
	All Staff	02/09/2021
<b>REFERENCES:</b> <b>AUTHORITY:</b> SECTIONS 934.02 AND 934.03, FLORIDA STATUTES; CHAPTER 60GG-2, FLORIDA ADMINISTRATIVE CODE		
<b>IMPP OWNER:</b> OFFICE OF INFORMATION TECHNOLOGY		

## POLICY

In accordance with the above statutes and rules, the Florida Fish and Wildlife Conservation Commission (FWC) establishes this Audio and Video Recording use policy to effectively and efficiently make use of recording technologies, while protecting the integrity and confidentiality of sensitive data, applications, and the availability of information technology (IT) services for the FWC. This policy will also enable the FWC to comply with security policies, processes, and procedure requirements as defined in Chapter 60GG-2, Florida Administrative Code. This policy applies to all employees, consultants, vendors, contractors, and volunteers utilizing recording technology through FWC IT resources.

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### 3.9.1 DEFINITIONS

- A. **Audio Recording** – The recording of sound (typically speech) for any purpose including data collection.
- B. **Video Recording** – The recording of video for any purpose including data collection.

### **3.9.2 SCOPE**

This policy applies to all individuals who record audio and/or video by any means as a representative of FWC. This includes employees, contractors, consultants, temporaries, and volunteers. This IMPP does not apply to Body Cameras or other recording devices/technologies utilized by the Division of Law Enforcement (DLE) or Office of Inspector General (OIG) for law enforcement purposes if they are addressed by DLE or OIG General Orders or Interim Policy Memoranda.

### **3.9.3 GENERAL GUIDELINES**

Recordings are subject to public records laws of the State of Florida and therefore subject to public records requests, including the audio, video, and chat sessions of recorded meetings or events as well as the chat sessions of non-recorded meetings. Meetings and events may only be recorded if there is a business use.

Recordings considered to be for business use are as follows:

- Those intended to be posted as a digital recording of the meeting online for the public or select audience to watch after the fact; or
- Those recordings done as a live training session for future employees or are intended to repurpose the meeting/event as a recorded training session.
- Those that are required or permitted to be recorded pursuant to law, statute, administrative rule, contract/grant, or a Division/Office approved agency policy.

If an employee identifies a need to record outside of the allowances above, they must receive approval by OIT, the Legal Office, and their Division Director prior to recording. Items outside the above list, or that have not been approved as provided, are not considered a business use, and should not be recorded.

An individual who makes a recording is the agency “record holder” of the recording and is responsible for maintaining the record pursuant to the appropriate records retention policy of the Department of State and FWC policy. If you have questions about the records retention requirements related to your recording, please contact your Division/Office Public Records Liaison.

Recordings made with personal devices may be subject to public records requests and the personal device may also be subject to public records requests.

Access to recorded meetings is restricted to business purposes only.

#### 3.9.4 USER REQUIREMENTS

Employees will only record meetings/events/etc. if there is a business use.

Prior to recording, a meeting/event organizer shall notify all those in attendance that the meeting or event is being recorded.

#### FORMS

FORM NUMBER	FORM TITLE
N/A	N/A

Approved: **Roger A. Young** \_\_\_\_\_ Date: 05/22/2024 \_\_\_\_\_  
Roger A. Young, Executive Director or Designee

History: Est.: 02/09/2021; Rev.: 05/22/2024