


Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
	TITLE Audio and Video Recording	IMPP 3.9
		EFFECTIVE DATE 02/09/2021
	APPLICABILITY ALL MEMBERS	RESCINDS/AMENDS
REFERENCES: 934.02 and 934.03, Fla. Stat.		
AUTHORITY: Florida Administrative Code Rule 60GG-2		
IMPP OWNER: 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 Florida Administrative Code Rule 60GG-2. This policy applies to all employees, consultants, vendors, contractors, and volunteers utilizing recording technology through FWC IT resources.

- Contents:
- 3.9.1 - Definitions
 - 3.9.2 - Scope
 - 3.9.3 - General Guidelines
 - 3.9.4 - User requirements

3.9.1 DEFINITIONS

Audio Recording: The recording of sound (typically speech) for any purposes including data collection.

Video Recording: The recording of video for any purposes 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) for law enforcement purposes if they are addressed by DLE General Orders (GO) or Interim Policy Memoranda (IPM).

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 that 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.

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.

FORM NUMBER	FORM TITLE
None	None

Approved: **Thomas Eason**
Eric Sutton, Executive Director or Designee

Date: **February 9, 2021**

Established: 02/09/2021