



# City of Valley Falls

Established 1854

## Policy on Recording, Storage, and Publication of Public Meeting Recordings Adopted February 4, 2026

1. **Purpose:** The purpose of this policy is to ensure compliance with the Kansas Open Meetings Act (KOMA) and the Kansas Open Records Act (KORA), and to establish uniform procedures for the recording, storage, and public availability of City Council meetings and other designated public meetings.
2. **Background:** During the COVID-19 pandemic, the City began recording meetings and sharing them through third-party platforms. Experience has shown that long-term reliance on third-party hosting without City-controlled storage may result in loss of public records. To preserve public access, comply with statutory obligations, and modernize public communications, the City adopts the following updated practices.
3. **Policy:**
  - a. Recording of Meetings
    - i. The City shall make reasonable and good-faith efforts to record City Council meetings when the necessary recording software and equipment are available and functioning properly. Recording may be completed in full when feasible; however, nothing in this policy shall be construed to require that every meeting be recorded.
    - ii. Meetings will not be livestreamed on Facebook, YouTube, or any similar platform. Recording is for post-meeting publication.
  - b. Storage of Recordings
    - i. Immediately following each meeting, the City Administrator (or designee) will download the video recording and save it to City-owned equipment.
    - ii. The official record copy will be stored on the City's designated server or other secure City-controlled system.
  - c. Publication of Recordings
    - i. The recording shall be uploaded to the City's official YouTube channel as soon as practicable after the meeting, but not during the meeting.
    - ii. A link to the YouTube recording will be posted on the YouTube social media site and a link shall be established for access to the site through the official City Website as soon as practicable.
  - d. Retention
    - i. Recordings of City Council meetings will be retained for a minimum of one (1) year or longer if required by state retention schedules.
    - ii. Recordings of other public meetings will be retained in accordance with the City's records retention schedule.
    - iii. For KORA purposes, the official record copy is the version stored on City-owned

- equipment, not the YouTube posting.
- e. Access and Availability under KORA
    - i. Meeting recordings that the City retains are public records and will be made available upon request in accordance with KORA.
    - ii. The approved typed minutes remain the official record of the meeting; recordings are supplemental and do not replace minutes.
  - 4. **Responsibility:** The City Administrator, or his/her designee, is responsible for ensuring compliance with this policy, including timely downloading, secure storage, retention, and public posting of recordings.
  - 5. **Adoption:** Adopted by the City of Valley Falls on the 4th day of February, 2026.