

Electronic recording of business meetings

Video and audio recordings have become valuable tools for documenting meetings. Teams and Webex have been widely embraced, and many conferences or other meetings with external stakeholders involve virtual meeting platforms. Recordings of meetings allow the production of accurate minutes and transcripts. In some cases recordings of meetings may be kept as a detailed record or other evidence of events.

Whatever the purpose of making a recording, it is crucial to establish clear guidelines to meet recordkeeping requirements. Recordings, like many other non-text record formats, will require decisions about access, where they are stored, and whether files can be viewed into the future. ACT Government records must be registered, and stored in an appropriate place that allows them to be protected and located.

This advice aims to outline recordkeeping considerations when making video or audio recordings of meetings.

1. Determine business needs

It is good practice to capture minutes or other records of meetings if decisions are made. For formal meetings, particularly those of bodies that have defined terms of reference and operating procedures, the capture of minutes is a requirement. There may be other reasons to make a recording of a meeting, such as to make the content available for people unable to attend, or to share or preserve presentations by notable speakers or on important occasions, or for some other determined public interest. Some meetings may be live streamed, or otherwise broadcast, which will require many of the same considerations as a recorded meeting.

Whether the recording will form the minutes of the meeting, will assist in transcribing the meeting, or for any other purpose, being clear about the business needs being met by the recording will help you make decisions about the recordkeeping requirements of the resulting recordings.

2. Retention and Disposal Policies

When recording for the purposes of compiling minutes, (or for short term distribution of routine internal meetings, such as for people who could not attend), recordings can be destroyed under [Normal Administrative Practice \(NAP\)](#), once the meeting has been transcribed or recorded as formal minutes. For formal meetings, recordings should be retained until the minutes have been circulated, and any corrections or omissions are noted.

Where recordings are to be retained along with minutes, a decision should be made over whether the minutes or the recording is the 'official' record of the meeting.

Other recordings can have varying lengths of retention determined by the business purpose of the recording. These recordings may require consideration of long-term accessibility and preservation. It is recommended that you discuss the retention requirements with your records manager.

3. Consent and Notification

Before initiating any recording, it is important to clearly inform attendees at the beginning of the meeting that it will be recorded. Although there are circumstances where an employee can be recorded at a place of work, for legal clarity, and as a matter of good etiquette, participants in a meeting must be informed of the purpose, duration, and intended use of the recordings. Take the time to ensure that all participants are comfortable with the recording, and have the opportunity to opt-out if they wish.

Where meetings involve external stakeholders or public participation, written notice of the recording should be displayed at the entrance to publicly accessible venues.

In accordance with [Territory Privacy Principle 5 \(TPP5\)](#), agencies must notify individuals when collecting their personal or sensitive information. Meeting organisers may do this by providing a short verbal notice outlining the key TPP5 requirements and obtaining verbal consent from participants to the collection of their personal information. They must also provide attendees with information on how to view the relevant agency privacy policy.

For further advice, meeting organisers should review their agency privacy policy and consult with their agency's privacy officer.

3. Capture Meeting Details

It is standard minute taking practice to maintain comprehensive records of each meeting, including the date, time, location, participants, and agenda. This information provides crucial context for the recordings and aids in interpretation the future.

Where recordings are to be retained for purposes other than minute taking, the retention of this additional information is sometimes overlooked. Make sure you record contextual details for the meeting recording so that it can be properly understood in the future. The ACT Government's key document and records management systems, Content Manager (TRIM) and Objective are able to retain most common audio and video formats, and you can use the title and notes fields in these systems to record details of the event you have recorded. There may also be other appropriate systems available for storing and making accessible audio-visual records of meetings.

4. Appoint someone to take responsibility for records

For formal meetings a person is appointed in advance to take minutes. As part of this process, they (or another person if needed) should be tasked with determining recordkeeping requirements, and making sure the resulting recordings are kept in accordance with those requirements.

References

[Recordings of virtual meetings | State Records NSW](#)



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