

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING COMMISSION
(CUCCAC)

AUDIO RECORDING PROCEDURES FOR MEETING MINUTES

Objective

The objective of this policy is to audio record the CUCCAC meetings and to assist in the preparation of complete and accurate minutes. The audio recording of the meetings will be another tool that will facilitate community involvement and enable greater public awareness of the decision making.

Guidelines

1. The audio recording of a meeting does not supersede the written minutes.
2. Only one person is allowed to speak. Chair will allow the speaker to be heard, once they have been acknowledged.
3. Recording of meeting minutes are to be used as a draft to ensure that Public Contract Codes, dates, and names of the speakers are documented correctly.
4. The Commission gives the State Controller's Office staff the authority to delete the recording once the meeting minutes have been approved and published to the public.

Note: The audio recording may be erased within 30 days (GOV CODE § 11124.1) or upon Commission approval of meeting minutes.