

 CSN Procedure	Administrative Faculty Assembly
Category: AFA	Effective Date: 05/16/25
Recording and Retention for Administrative Faculty Assembly (AFA) Meetings	

I. PURPOSE

The purpose of this policy is to establish guidelines for the recording of Administrative Faculty Assembly (AFA) meetings and to outline the retention and deletion of such recordings.

II. SCOPE

This policy applies to all official AFA meetings including emergency sessions conducted through any virtual platform or hybrid format.

III. PROCEDURE

1. **Recording Authorization:** Only the designated ADA Secretary (primary) or other AFA Executive Committee Member (secondary if Secretary is absent) is authorized to record meetings.
2. **Prior Notification:** All participants will be notified at the beginning of each meeting that the meeting is being recorded. This notification can be included in the meeting invitation or stated at the start of the meeting.
3. **Limited Access:** Recordings will be made available to AFA members and other stakeholders as necessary during the retention period of 60 days. Stakeholders outside of the AFA must request access from the AFA Chair. Access will be granted only for operational necessity verified by the AFA Chair and General Counsel, as required.
4. **Prohibited Use and Distribution:** Meeting recordings are for official use only and may not be downloaded to personal devices, shared on any public platforms, distributed to unauthorized individuals, or edited in any way.
5. **Technical Failures:** In the event of technical failure preventing recording, the Secretary shall note this in the minutes and proceed with detailed notetaking to ensure the meeting content is documented.
6. **Confidentiality:** Recordings containing confidential information as defined by FERPA, HIPAA, or other applicable laws shall be appropriately redacted or have restricted access before being made available.
7. **Storage:** Recordings will be stored securely on a CSN-approved encrypted platform with access controls (e.g., Microsoft SharePoint, Teams, or OneDrive). Local device storage is prohibited.
8. **Deletion Process:** After the retention period, recordings will be permanently deleted from all storage devices unless otherwise required for legal or administrative purposes.

IV. AUTHORITY AND CROSS REFERENCE LINKS

Nevada System of Higher Education (NSHE) Records Retention and Disposal Schedule

V. APPENDICES

Appendix A – Document Revision History

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Date of Review: 05/16/2025	
Section	Change
All	New Document
Date of Review:	
Section	Change
Date of Review:	
Section	Change