

Governor and Executive Council Policy
2010 – 1

Audio Recording of:
Meetings of the Governor and Executive Council
and
Public Hearings Conducted by the Executive Council

Whereas, the Governor and Executive Council seek to make their meetings and hearings more accessible to the public; and

Whereas, the Governor and Executive Council have determined that it is beneficial to make and maintain a verbatim audio record of their meetings and hearings;

Now, therefore, the Governor and Executive Council adopt the following policy:

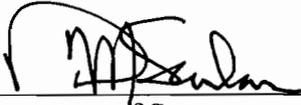
When the Governor and Executive Council meet in official session and when the Executive Council conducts public hearings the Secretary of State is requested, pursuant to Part 2, article 68 of the New Hampshire Constitution, to make an audio recording of the meeting or hearing. Furthermore, the Secretary of State is requested to include an audio recording of each meeting and hearing in his record of the proceedings. The Secretary of State's minutes shall remain the official minutes of the meeting. The audio recording shall be a supplemental record of the meeting.

- A. The audio recordings should be available to the public in a common digital format. The audio recording should be accessible along with the official minutes kept by the Secretary of State at his State House office, the State Archives, and on the State's web site. Electronic files shall be available on the web site for download without charge. Any person requesting an electronic copy of the audio file on CD or other media shall pay the cost for producing and providing the copy.
- B. Certified paper transcripts of the audio recordings shall be available to any person who submits a written request for the audio record to be transcribed, pays to the Secretary of State the estimated cost of transcription prior to the transcription being made, and pays any balance due for the actual cost upon receipt of the paper transcript.

This policy shall be effective upon approval.

Approved by the Governor and Executive Council.

Meeting Date: 3-10-2010



Deputy Secretary of State