**City of Carbondale, Kansas**

**Policy for Livestreaming and Retention of City Council Meeting Videos**

**Adopted by the City Council of Carbondale, Kansas on October 20, 2025**

**I. Purpose**

The purpose of this policy is to promote transparency and accessibility of municipal government proceedings through the livestreaming and online publication of City Council meetings. The City recognizes the importance of allowing residents to view and review public discussions and decisions of the governing body, consistent with the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.).

**This policy establishes how meeting recordings will be managed, retained, and shared.**

**II. Scope**

This policy applies to all recordings of open sessions of the Carbondale City Council meetings produced and published by the City of Carbondale.

**III. Recording and Livestreaming Procedures**

a. The City will livestream regular and special meetings of the City Council via the official City of Carbondale YouTube channel.
b. The livestream will include only the *open session portions* of meetings.
c. During executive sessions or recesses, the livestream will display an intermission screen indicating that the Council is in executive session and that the meeting will resume when the public portion reconvenes.
d. Audio and/or video of executive sessions shall not be recorded or broadcast.

**IV. Purpose of the Recordings**

a. The video recordings are created solely to provide public access and information regarding the open proceedings of the City Council.
b. These recordings are not intended to serve as the official record of the meeting.
c. The approved written minutes of each meeting shall remain the official record of the City Council’s actions, votes, and deliberations.

**V. Publication and Retention**

a. Recorded meeting videos will be made publicly available on the City of Carbondale YouTube channel following each meeting.b. The City will retain the videos indefinitely on YouTube as a public informational resource.
c. Videos will not be removed, edited, or altered except:

1. Upon the advice of legal counsel,
2. Due to a legal requirement or order, or
3. If a platform-related issue (such as copyright or technical error) necessitates removal.

d. The City will not retain separate copies of meeting videos on local drives, servers, or other storage devices.
e. YouTube will serve as the sole hosting and archival platform for City Council meeting videos.

**VI. Distribution and Sharing**

a. The City may share links to meeting videos on official City social media platforms (e.g., Facebook, the City website, or other online pages) for convenience and community access.
b. Shared links or reposts do not constitute an official record or endorsement beyond their informational purpose.

**VII. Legal and Compliance**

a. This policy operates in accordance with the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.) and the Kansas Open Records Act (K.S.A. 45-215 et seq.).
b. Nothing in this policy shall be construed to modify or supersede any statutory requirements for the preservation of official minutes or other public records.
c. In the event of a conflict between this policy and Kansas law, state law shall prevail.

**VIII. Policy Review**

This policy shall be reviewed periodically by City staff and legal counsel to ensure continued compliance with applicable law and to accommodate technological or procedural updates.