



Records Management Guidance

Meeting Recordings and Transcriptions

This is guidance on the management of **recordings or transcriptions of meetings**, including those held in Microsoft Teams. If **any** person chooses to record or transcribe a meeting, that recording and/or transcription is a county record that must be managed. All recordings or transcriptions of county meetings are potentially subject to public disclosure under the Washington Public Records Act, RCW 42.56. Note that in the state of Washington it is illegal to record or transcribe meetings without the consent of participants per RCW 9.73.030.

Which recordings or transcriptions are transitory and can be deleted?

Recordings and transcriptions are only transitory if they are copies (and the source recording/transcription is kept for the full retention period, below), or if the content of the meeting itself was truly transitory (i.e. non-worked-related, or if the discussion did not include making any work-related decisions or providing any advice that informed work-related decisions or actions). Transitory recordings and transcriptions do not have retention value and can be deleted at any time, but are still subject to public disclosure while they exist.

Retention requirements for meeting recordings and transcriptions:

All other recordings and transcriptions have unique retention requirements, including these below.

Type of meeting	Retention	Archival Designation
General staff meetings (staff meetings, internal committee meetings, internal task force meetings, one-on-one meetings, small group conversations, ad hoc informal meetings, etc.)	2 years after end of calendar year	Non-archival
Advisory body meetings (Including Community and Youth Advisory Board, Growth Management Planning Council, Regional Law Safety and Justice Committee, all other boards and commissions)	6 years after end of calendar year	Potentially archival
Hearings of decision-making bodies (including Board of Appeals and Equalization, Hearing Examiner, and Civil Service Commission Appeals and Hearings)	6 years after final disposition of case	Potentially archival
Governing/Executive/Policy-setting body meetings (Including County Council, Board of Health, Flood Control District, Civil Service Commission, etc.)	6 years after end of calendar year	Permanent Archival

Note that these are only the most common retention periods that apply to meeting records, others might apply as described on your [retention schedule](#). If the meeting recording or transcription has retention value, it must be retained for the minimum retention period and be managed with other meeting records (e.g. agendas, minutes, meeting materials). These requirements only apply to the official copy of meeting records, and do not include any member or attendee copies (which are transitory).



County Records and Information Management Program (CRIMP)
206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement



Records Management Guidance

Meeting Recordings and Transcriptions

Meeting Transcriptions

Transcription is a function that captures a saved record (or transcript) of spoken dialog during a meeting. The transcription feature is **not** currently enabled as an option in the Teams environment for King County. If you decide to use a different tool to capture or generate transcriptions of any meetings, those transcriptions are county records that must be managed according to their retention requirements. Remember that the retention requirements always depend on the content and not the format. Refer to options on Page 1 of this document for retention options that apply to transcriptions.

Note that transcriptions are different than **Subtitles** or **Closed Captions**. Generally, subtitles and closed captions are accessibility tools that allow text to appear live *during* the meeting, but which otherwise do not generate any saved records that need to be managed.

Meeting Recordings

When a Teams Meeting is recorded, it is automatically saved to the Recordings folder in OneDrive of the person that started the recording. For meetings scheduled from a Teams Channel, the recording is saved in the Recordings folder of the Teams' SharePoint site. All Teams recordings have a **storage setting of 90 days (3 months)** which means that they will be deleted in 90 days. Links to the recordings are available in the Chat of the recorded Meeting, but those are also deleted in 90 days.

Within Teams, you can control which people can record each meeting. In order to restrict recording abilities to certain people, you will need to open the **Meeting Options** within Teams, and then under the **Roles** section, under the **Who can present** section, change it to either "Only organizers and co-organizers" or "Specific people" and then identify the names of individuals of your choice (only these people will be able to present, share their screen, or record). Note also that it is only possible for one person to record a meeting at a time. When a meeting is recorded in Teams, it automatically shares a consent notice that complies with RCW 9.73.030.

Note that any recordings made using tools other than Teams are county records that must be managed by the user according to the appropriate retention schedule as described on Page 1.

Teams Meeting Recordings – What to Do

If the Teams Meeting recording you created is transitory, there is nothing you need to do, and it will be deleted after 90 days. But if you created a recording that is **not** transitory, then you must take action within 90 days to ensure that the recording is kept for the minimum retention period as listed on Page 1.

[continued next page]



County Records and Information Management Program (CRIMP)
206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement



Records Management Guidance

Meeting Recordings and Transcriptions

Process (Preferred):

Content Manager is designated by [Executive Policy](#) as the official repository for all inactive electronic records, which includes meeting recordings. All recordings filed to Content Manager can be accessed and opened at any time during their retention period.

1. **Navigate** to Recordings folder in OneDrive
2. Locate the recording and drag-and-drop it onto a folder in [Content Manager](#) that associates it with the appropriate retention category.

Process (Alternate):

If you decide not to file the recording to Content Manager, the process is below. Note that with this process you **must** “Copy” the recording rather than moving it. If instead you “Move” the recording, it will retain the 90-day storage setting.

1. **Navigate** to Recordings folder in OneDrive
2. Locate the recording and **right click** on it and select **Copy**
3. Navigate to a **different OneDrive folder** and **right click** and select **Paste**
4. The recording **copy** will no longer have the 90-day storage setting applied. You can retain the copy in a OneDrive, SharePoint or Teams folder of your choice; or file it to Content Manager at a later date.

You can also extend the 90-day storage setting in OneDrive. To do this, you must open OneDrive in a **web browser** (i.e. not in File Explorer). Then navigate to the recording, select it, select the **Details** option in the top right, and then scroll to the **Expiration date** section to change the date.



County Records and Information Management Program (CRIMP)
206-477-6889 – records.management@kingcounty.gov
www.kingcounty.gov/recordsmanagement