

Title: **Voice Recording Policy**

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**1. Purpose**

- a. Define responsibilities related to PCWIN voice radio recordings, especially as they relate to public records requests

**2. Background**

- a. PCWIN owns and maintains a radio logging recorder, intended to record audio transmissions of the radio network
- b. The public will seek copies of voice radio transmissions via public records requests

**3. Policy Statement**

- a. Member agencies are responsible for their respective talkgroups and for fulfilling public records requests for those talkgroups.
- b. Member agencies will have access to the interoperable talkgroups, administered by the PCWIN staff.
- c. Member agencies will be provided access to the PCWIN logging recorder with the appropriate authority levels to access those recordings of talkgroups and channels administered by that member agency
- d. The radio recorder is configured to maintain recordings for a period of six (6) months. Members intending to maintain radio recordings beyond six (6) months must transfer the recordings to the Member agency's storage device
  - i. PCWIN is not responsible for the Member agency's storage device in any way.
  - ii. Recordings kept by an agency beyond the six (6) month retention period may be subject to subsequent public records requests.
- e. Encrypted communications are generally considered confidential. However, encrypted communications which are recorded are still subject to public records requests.
- f. The release of voice recordings will be accomplished in accordance with the PCWIN Intergovernmental Agreement to Operate, Maintain, Sustain, and Improve Finance of the Pima County Wireless Integrated Network
  - i. Member agencies shall not release recordings from talkgroups used by other member agencies without reasonable notice to the affected member agency.

**4. Applies to**

- a. All Members, Interoperability Participants, Associates using the PCWIN radio network.

**5. Supporting Rules**

- a. PCWIN Intergovernmental Agreement to Operate, Maintain, Sustain, and Improve Finance of the Pima County Wireless Integrated Network, section 10.5.

b. 104-C Talkgroup Management Policy

**6. Conditions for Exemption or Waiver**

a. None