

RECORDING A MEETING

REQUESTING AUTHORIZATION

According to MoDOT's Personnel Policy 2500, "Standard Rules of Conduct," employees must follow the steps outlined below before attempting to record any MoDOT meeting, Missouri Highways and Transportation Commission meeting or training session.

I WANT TO RECORD A MEETING

(MoDOT meetings, Missouri Highways and Transportation Commission meetings, or training sessions)

NO

SUBMIT A REQUEST TO AUDITS & INVESTIGATIONS

Send a written request to the AI director, ensuring the checklist below is complete.

... WILL NOTICE BE GIVEN TO INDIVIDUALS THAT THEY ARE BEING RECORDED?

YES

SUBMIT A REQUEST TO THE DISTRICT ENGINEER OR DIVISION LEADER

Send a written request to the relevant DE or division leader/state engineer, ensuring the checklist below is complete.

ALL REQUESTS FOR AUTHORIZATION TO RECORD MUST INCLUDE:

- The business reason supporting the need to record and who will be recording
- Whether the recording will be audio or video/photograph or both
- The name and title of the individual(s) being recorded
- How the recording will be shared and with whom
- Where the recording will be stored and who will be responsible for retention as required in the retention schedules

