



Subject:	Meeting Recordings
Standards Number:	
Effective Date:	October 14, 2024
Revised Date:	NA
Responsible Authority:	Information Security Office
Pages:	

ACCOUNTABILITY:

APPLICABILITY: This standard applies to University of Central Florida (UCF) persons who use university information technology resources.

DEFINITIONS:

Non-public university meeting – Meeting held to conduct university business that are not generally attended by the public.

Artificial Intelligence - computer systems able to perform tasks that normally require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages.

Class Lectures - A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the university as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section.

Recording - video recordings, audio recordings and transcriptions.

Recorder – the individual who initiates the recording and maintains the recording for the required period of retention after the meeting.

STANDARDS STATEMENT:

Because of privacy, compliance, and legal considerations, the university prohibits the use of its electronic services, equipment, and systems, or any other service such as artificial intelligence to record non-public university meetings, activities, and events except when the recording is necessary to facilitate university operations and serve institutional needs.

STANDARDS:

1. Prior to initiating a recording, the recorder will evaluate the need for recording the meeting.
2. If the meeting requires to be recorded for institution needs.
 - a. The recorder will inform those in the meeting that a recording will take place and the business reasons.

- b. Upon completion of the meeting the recorder will maintain recordings in accordance with Florida State Statute records retention laws.

Examples	Recording permitted
Training and presentations provided to university faculty and staff that require later viewing for those who can not be in attendance.	YES
When authorized as a university-approved accommodation for a documented disability;	YES
Meetings, including Faculty meetings, which the university has traditionally recorded for its historical records including those that are required to be public;	YES
When recording of interviews or hearings are an established part of university disciplinary proceedings (e.g., hearings of the faculty-Student Committee on Discipline), or when a university official overseeing investigatory or other hearings or interviews authorizes the use of a recording in connection with investigations, hearings, interviews or reviews, after consultation with the Office of the General Counsel.	YES
When specifically required by law	YES
For convenience	NO
Performance Reviews	NO
Brain Storming Sessions	NO
Sensitive or confidential discussions	NO

Examples of recordings that serve institutional needs and are generally permissible include:

- Training and presentations provided to university faculty and staff that require later viewing for those who can not be in attendance.
- When authorized as a university-approved accommodation for a documented disability;
- Meetings, including Faculty meetings, which the university has traditionally recorded for its historical records including those that are required to be public;
- When the head of a department, committee or other university unit grants prior approval of the recording of an activity restricted to that unit in order to ensure that the information is available to members who may not be able to participate at the time of the activity; and
- When recording of interviews or hearings are an established part of university disciplinary proceedings (e.g., hearings of the Faculty-Student Committee on Discipline), or when a university official overseeing investigatory or other hearings or interviews authorizes the use of a recording in connection with investigations, hearings, interviews or reviews, after consultation with the Office of the General Counsel.
- When specifically required by law

RECORDINGS NOT COVERED BY THIS STANDARD

This standard does not apply to Class Lectures.

FURTHER GUIDANCE

In all other circumstances, the person seeking to record must consult with the Office of the General Counsel in advance of any recording. In addition, before recording any meeting, activity or event, participants must be given advance notice of the recording. The unauthorized recording of a meeting, activity or event and/or distribution of that recording is a violation of university policy and may result in disciplinary action.

RELATED DOCUMENTS:

4-002.6 Use of Information Technologies and Resources

Florida Statute 1004.097 Free expression on campus

Florida Statute 934.03 - Interception and disclosure of wire, oral, or electronic communications prohibited.

Florida State Statute Chapter 119

[House Bill 233 FAQ • Office of Student Involvement • UCF](#)

CONTACTS:

Information Security Office https://infosec.ucf.edu infosec@ucf.edu	Security Incident Response Team (SIRT) https://infosec.ucf.edu/incident-response/sirt@ucf.edu
Identity Access Management (IAM) https://infosec.ucf.edu/iam iam@ucf.edu	UCF IT Support Center (407) 823-5117 https://ucf.service-now.com/ucfit itsupport@ucf.edu

Revision Date	Summary of Change

INITIATING OFFICE: Information Security Office

STANDARDS APPROVAL (For use by the Information Security Office)	
Standards Number:	
Initiating Office: Information Security Office	
Chief Information Security Officer: <i>David Zambri</i>	
Signature: _____	Date: _____