

Version 1

IACUC Meeting Recording Management Policy

- i. Purpose: The purpose of the IACUC Meeting Recording Management Policy is to establish clear guidelines and expectations regarding the recording of IACUC meetings.
- ii. Background: IACUC meetings are recorded to aid the IACUC office in accurate meeting minutes creation.
- iii. Policy:
 - A. IACUC meetings will be recorded for the usage of the IACUC office.
 - B. Recordings will be placed on cloud storage and kept for no more than 10 business days after the IACUC meeting. The IACUC office is responsible for maintaining and deleting recordings in a timely manner and in compliance with this policy.