

UC Riverside, School of Medicine Policies and Procedures
Policy Title: Policy on Recording and Transcription of Meetings
Policy Number: 950-02-036

Responsible Officer:	Chief Compliance & Privacy Officer
Responsible Office:	Compliance and Privacy Office
Origination Date:	11/27/2023
Date of Revision:	NA
Scope:	UC Riverside School of Medicine – Virtual Meetings

I. Policy Text

This policy is for all SOM virtual meetings. Before meeting recording begins, consent from all meeting participants in attendance must be given to be able to record and transcribe virtual meetings.

The recording and transcription of the virtual meeting is intended to ensure the accuracy of the meeting minutes and is solely intended for minute keeping purposes only. Recording or transcription for any purpose other than for preparation of meeting minutes requires advanced approval from the Compliance Advisory Services department.

II. Responsibilities

- A.** Upon finalization of the meeting minutes and once approval from the meeting chair/lead has been granted, the meeting recording and transcription is to be deleted from the cloud or computer within 30 calendar days.
- B.** The recording and transcription must also be deleted permanently from the recycle bin.
- C.** The sharing of the recording or transcription is prohibited unless it is for minute preparation (e.g., reassign minute preparation to another administrative assistant).

III. Forms/Instructions

- A.** Only by written approval from the Compliance and Privacy Officer can the recording or transcription be shared with anyone else.
- B.** Annual attestation will be required to acknowledge that the administrative assistant taking the recording is familiar with the SOM recording and transcription policy and that they will adhere to it once the policy has been executed.

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Approvals:

COMPLIANCE COMMITTEE (XX/XX/XXXX)

DocuSigned by:



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PAUL HACKMAN, J.D., L.L.M.
CHIEF COMPLIANCE AND PRIVACY OFFICER,
SCHOOL OF MEDICINE

12/14/2023 | 11:07 PM PST

DATE

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12/15/2023 | 8:10 AM PST

DATE