

LIVE MEETING

Microsoft Live Meeting is a web conferencing tool that allows staff, and individuals outside of the BC Government network to participate in meetings, attend training and events, or collaborate on projects, all without the need to travel. Meeting participants can use the tool to record meetings when required; however, the default for Live Meeting is to not record meetings due to privacy concerns and ongoing storage costs. This guideline provides a brief overview of employees' recordkeeping responsibilities.

1. Recordkeeping Responsibilities

Employees need to create and keep complete, accurate records sufficient to document their decision-making and work activities. This applies to all types of government records including documentation of Live Meeting sessions that provide the best evidence of government business activities, transactions, policy or decisions. Live Meeting records need to be managed in accordance with corporate records management policy and standards.



2. Presentations

Employees must treat documents and other materials created, shared or presented at Live Meetings in the same manner as those presented at a face-to-face meeting. Minutes/records of decision and agendas should be retained and disposed of in accordance with approved records schedules (e.g., ministry committees would be filed under ARCS 200-20). Other non-transitory records (which may include handouts, slide shows, messages, audio/video materials, and recordings) should also be managed appropriately.

3. Meeting Documentation

Generally, employees should use the same method to document an online meeting as for a similar face-to-face meeting. If a committee routinely documents its decisions at meetings through the creation of minutes, then it should do the same for any online meetings.

Meeting organizers and committee chairs should determine whether to record a Live Meeting session using its automatic recording function, and inform all participants and presenters prior to the start of the meeting.

For committee or project team meetings, recommended practice is for the **office or branch responsible for secretarial/project lead functions** to serve as the Office of Primary Responsibility (OPR) and file non-transitory committee records in its [recordkeeping system](#).

Note that for inter-ministry or inter-jurisdictional committees, a lead ministry should be identified as responsible for the committee's records. Each participating ministry/agency must also maintain its own OPR file (as the OPR role is ministry/agency-specific rather than government-wide).

Once the official records are classified and filed, any duplicate copies may be treated as [redundant](#) and destroyed.

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4. Recording Meetings

In some cases it may be operationally necessary or legally required to create an audiovisual recording of a meeting. Live Meeting recordings can capture all information provided by meeting organizers or administrators including: content of any Web presentations, video, audio, and any other content uploaded for the meeting by participants.

Examples of meeting types that may need to be recorded include:

- Testimony at commissions of inquiry or other hearings.
- Interviews conducted as part of a legal proceeding.
- Training sessions, speeches and presentations for later re-use.
- Presentations that cannot be captured in any other format and are required to document government business activities.

Meeting organizers should use program area/ministry criteria to determine types of meetings to record, necessary documentation and metadata, as well as retention and disposition requirements.

5. Recording Notice

Copyright and intellectual property rights may also pertain to content provided or presentations given by external parties. These issues must be dealt with prior to recording a meeting. Best practice is to advise meeting invitees if you plan to record a meeting. An example of a suitable notification is:

IMPORTANT NOTICE: This meeting allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, please do not join the session.

Government offices/ministries should also work with the external parties to reach a consensus on how to handle this issue.

Additional Information

Contact your [Records Officer](#) or check out the rest of the Records Management website.

