



INDEPENDENCE
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DATE: February 28, 2023
TO: Mayor and City Council
FROM: Becky Behrens, City Clerk
SUBJECT: Audio & Video Retention



Bill No. 23-007 seeks approval from Council to destroy City audio and video records in accordance to state and city retention guidelines. During the February 20, 2023, City Council Meeting Council requested additional information be provided during the March 13, 2023 Study Session. Please see below questions and responses received by the City Clerk prior to the Study Session.

Cost and storage space for holding audio/video records for 60/90 days

- Storing audio and video files for longer than 30 days will have an impact on the estimated lifespan of existing hardware. Additional storage hardware will be necessary to accommodate storage requirements. Adding an additional 30 days will decrease the hardware’s lifespan by one year. The next unstructured data hardware expansion is estimated to cost \$70,000, which will need to occur in 3-4 years.

What is best practice for retention and how long do other municipalities keep their videos

- Best practices at a minimum are following the guidelines set out by the Secretary of State. Some municipalities follow the state retention whereas others have created retention periods longer than the state depending on the record type and for police records case type.

City	Retention	Population
Wildwood	State Retention	35,255
Lee's Summit	60-90 Days	102,781
Grain Valley	90 Days	16,002
Grandview	45-365 Days	25,844
Belton	30-721 Days	24,197
Blue Springs	State Retention	59,430
Columbia	60 Days	126,853

City Attorney opinion on how long audio and video should be kept.

- Audio/video records at issue should be kept for at least the amount of time dictated by the Secretary of State's Office, which in this case, is thirty days. I'm not aware of any guidelines or best practices which recommend that audio/video records be kept for a longer period of time than what the State requires. Maintaining audio/video records for any amount of time beyond the required duration is a policy decision for the Council, weighing the value of keeping the records longer than thirty days against the cost to do so.

Current video and audio sources and estimated volume

- Video storage currently occupies approximately 20% of unstructured storage.
- Recording Types:
 - Security Video for various departments
 - Water/Police/Power & Light/Parks, Recreation & Tourism
 - Dashcam
 - Video & Audio

Retention Schedules

- Missouri Secretary of State's Local Records Retention Schedule, Section POL 011, mandates that Car Audio and Video recordings, Booking Surveillance, Surveillance, Body Camera Video and License Plate Reader records be retained for no less than thirty (30) days after being evaluated to extract significant information that may impact criminal or major case investigation.
- Missouri Secretary of State's Local Records Retention Schedule, Section GS 088, mandates that Surveillance Camera Video recordings that record activities in public areas such as streets, parking garages, parking lots and public buildings be retained for no less than thirty (30) days after being evaluated to extract significant information involving criminal or other liability issues.