

Stow TV Policy for Copies of Recordings

V. 060419

If a citizen requests that Stow TV make a copy of a recording for them, the following policies will govern the request. These policies have been approved by the Stow Local Access Channel Advisory Committee, and have been incorporated into the Stow TV Handbook.

Copies of Recordings of Public Meetings

This policy refers to recordings of public meetings ("meeting") of Stow town boards/commissions as defined by Massachusetts General Law.

1. The chairman of a town board and committee, or their designee, may request a copy of their public meeting that has been recorded. There will not be a charge for this copy. The requestor must deliver a request to the Stow TV Coordinator. The request should include the name of the committee, the meeting date, and a location in the town building where the material should be delivered. Stow TV will create a copy and deliver the material to the requestor within ten (10) days of receipt of the request.
2. Stow TV will lend a copy of the meeting to the person who takes meeting minutes at the request of that person. There will not be a charge for this. The requestor must return the copy within six weeks, or earlier if requested by the Stow TV Coordinator.
3. All other interested parties may request a copy of a public meeting that has been recorded. The requestor must deliver a request to the Stow TV Coordinator per Public Records Law (M.G.L. Chapter 66). The request should include the name of the committee, the meeting date, and an address where the material should be sent. Within ten (10) days of receiving the request for a copy of a public meeting, Stow TV will offer to provide a copy of the public meeting or advise the requestor why Stow TV is unable to provide the copy.
4. There may be a fee associated with providing a copy of a public meeting, per the published fee schedule, for any requestor other than the board or committee chairman.
5. Stow TV is not responsible for the content or recorded quality of the recorded meeting or its copy.
6. Recordings of each meeting will be kept per Massachusetts General Laws for retention of public records.

Copies of All Other Programming

This policy refers to all recordings except recordings of public meetings as defined by Massachusetts General Law. See the Section above for the case of public meetings.

Stow TV does not lend recordings and does not have facilities for the public to view a recording. Stow residents may request a copy of a recording that has been cablecast on Stow TV. Stow TV may reproduce and make available the recording dependent on the following conditions:

1. If Stow TV has retained the recording
2. If the producer or submitter has not requested that copies not be distributed
3. Availability of staff and volunteer time

4. Availability of equipment
5. Station priorities

Stow TV reserves the right to turn down a request for recordings of any programs other than public meetings, based on the above conditions.

To cover media, labor and equipment costs, Stow TV may charge a fee for duplicating recordings. The published fee schedule is available on request.

Fee Schedule for Stow TV Recording Duplication

These fees apply to all requests for copies of recordings except that from the chairman of a town committee as described above.

The minimum cost to duplicate a program is \$10.00. If the program is longer than two hours, there will be an additional cost. If the recording is mailed, there will be a \$5.00 charge in addition to the postage.

Summary of Charges for each program duplicated:

1. Up to two hours of video: \$10.00
2. Each additional two hours or portion: \$5.00
3. If tape must be mailed, \$5.00 plus postage cost

Checks should be made out to "Town of Stow."

To request a recording, contact the Stow TV Coordinator:

Anne VanTine
Stow TV Coordinator
380 Great Road
Stow MA 01775
stowtv@stow-ma.gov
office 978-897-7732
fax 978-897-4553