

National Taiwan Normal University

校務會議錄音作業事項

University Council Meeting Audio Recording Procedures

Last Amended on January 7, 2009

- Article 1. National Taiwan Normal University (hereinafter referred to as “the University”) has formulated the *University Council Meeting Audio Recording Procedures* (hereinafter referred to as “the Procedures”) to strengthen the management of audio recordings of the University Council (hereinafter referred to as “the Council”) meetings.
- Article 2. Council meetings shall be recorded in their entirety, and the recordings shall be retained by the competent unit for at least 3 years.
- Article 3. Representatives who attend Council meeting may request access to audio recordings of that meeting. Unless otherwise stipulated or with the approval of the President, individuals who were not present at a given meeting shall not be granted access to audio recordings.
- Article 4. Audio recordings of specific Council meetings may only be accessed by the attendants or requesting individuals at the competent unit’s office. They may not be borrowed or removed from the premises.
- Article 5. Audio recordings whose retention period has expired shall be destroyed by the competent unit upon approval of the President.
- Article 6. The Procedures and any amendments thereto shall be implemented upon passage by the Council.

This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.