

**Number:** 4.9

Replaces:

Date Issued: April 01, 1995

Revised: September 24, 2008

Date Effective: September 24, 2008

**Subject:** Tape Recording and Archiving

All 9-1-1 telecommunications shall be recorded on approved recording devices that are provided by the E9-1-1 Authority Board. Recordings shall be available to the Authority Board and their designated representatives upon demand. 9-1-1 telecommunications recordings shall be archived on the Public Safety Answering Point (PSAP) site in a secure area for a period as determined by the agency in compliance with any State Statutes, Evidentially Rules, or local policies as required. Specific tapes may be designated for additional archiving by the Authority Board, the agency, or the Fourth Judicial District Court System. The PSAP shall preserve held tapes as evidence until released by the agency placing the hold on said tape.

Authority Board tapes shall not be edited or otherwise altered.