

# SAP 61.99.99.T0.06 Electronic Recording of Oral Communications and Administrative Meetings



Effective: August 1, 2025  
Next Scheduled Review: August 1, 2030

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## Procedure Summary

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This standard administrative procedure (SAP) is adopted to establish requirements, responsibilities, prohibitions, and exceptions for electronic recording of oral communications and administrative meetings at Tarleton State University (Tarleton State).

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## Definitions

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**Administrative Meeting:** A meeting to conduct or discuss any business of Tarleton State, even if the meeting is only between two individuals. This definition excludes meetings conducted for the purpose of instruction or training (classes).

**Oral Communication:** A conversation, dialogue, or utterance of an individual.

**Recording:** A digital copy of a visual or audio event for the purpose of rebroadcast.

**Tarleton State Record:** Any written, photographic, machine-readable, or other recorded information created or received by or on behalf of Tarleton State that documents activities in the conduct of university business or its use of public resources. The information must be readily located and accessible for production.

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## Procedures and Responsibilities

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### 1. PROHIBITION

The State of Texas is a one-party consent state concerning the recording of oral communications, meaning an individual may record an oral communication if the individual is a party to the communication or obtains permission from one party to the communication in advance. Despite this, to ensure an atmosphere of trust and honesty during business conversations and meetings, electronic recording of oral communications of Tarleton State students, or of a Tarleton State administrative meeting is prohibited except in specific circumstances set forth in this SAP.

- 1.1 Faculty maintain the right to determine whether recording of their classroom and online lectures is permitted by students. Prohibition of classroom recordings must be specified in the course syllabus. Recordings of classroom lectures may only be used for academic purposes related to the specific course and may not be used for commercial purposes or shared with non-course participants except in connection with a legal proceeding.

## 2. EXCEPTIONS TO PROHIBITION

- 2.1 Recording of an administrative meeting relating to the affairs of Tarleton State may be permitted when the active participation of one or more of the scheduled host sites of a meeting/conference is prevented because of a technical problem prior to or during the event.
- 2.2 Recordings subject to open meetings laws are permitted when the choice of official record as a digital file is permitted.
- 2.3 Meetings using Microsoft Teams, Zoom, or any other approved virtual meeting platform which provides notice that the meeting is being recorded and participants have the opportunity to not participate.
- 2.4 Recording of an administrative meeting when all participants are notified and agree to the meeting being recorded.
- 2.5 Recording of any academic course or meeting pursuant to an ADA accommodation.
- 2.6 Recording of a meeting as part of an official investigation in accordance with system policy.
- 2.7 University Police Department Exemptions
  - (a) Security cameras in or around university-controlled property, to include the University Police Department building;
  - (b) As a result of any police investigation;
  - (c) Police body cameras;
  - (d) In-car patrol vehicle cameras;
  - (e) The Police Communications Center;
  - (f) Supervisors investigating policy violations and/or complaints; and
  - (g) Detectives in the investigation of criminal activity.

### 3. REQUIREMENTS FOR RECORDING AN ADMINISTRATIVE MEETING

#### 3.1 Maintenance of Recordings

A recording of an administrative meeting by an employee is a Tarleton State record and property of Tarleton State. The holder of the recording must follow consistent standards in ensuring the integrity of the recordings and any recording must be retained by the university in accordance with A&M System University System (system) Regulation 61.99.01, *Retention of State Records*, the System Records Retention Schedule, and Tarleton State SAP 61.99.01.T0.01, *Records Management*. Personal devices may be used for authorized recording of an administrative meeting, provided that the recording is timely transferred to a Tarleton State-owned device and/or department file storage.

#### 3.2 Announcement by Chairperson

If a recording will be made, the chairperson of the administrative meeting will inform all participants before the official start of the meeting and before recording begins that a recording will be made and explain the purpose for the recording. The chairperson will inform the participants that the recording may be subject to the Texas Public Information Act.

#### 3.3 Recordings for Minutes to be Transcribed

If a recording is created for later transcription of the minutes, the recording may be erased after the minutes are in final form. The transcribed minutes then become the official university record.

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## Related Statutes, Policies, or Requirements

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[Tex. Penal Code § 16.02](#)

[5 Tex. Gov. Code § 551 \*Open Meetings\*](#)

[5 Tex. Gov. Code § 552 \*Public Information\*](#)

[System Regulation 61.01.02, \*Public Information\*](#)

[System Regulation 61.99.01, \*Retention of State Records\*](#)

[Tarleton State SAP 61.99.01.T0.01, \*Records Management\*](#)

[System Records Retention Schedule](#)

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## Contact Office

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