



Delaware County

ADMINISTRATIVE SERVICES DIVISION

Dawn E. Huston, Director

HUMAN RESOURCES RECORDS CENTER DOG & KENNEL

Effective Communications Policy

Consent Form for Recording

(Not applicable to meetings under the Sunshine Law)

Effective October 23, 2014

In the interest of promoting open and honest communication, it is a violation of the Effective Communications policy to record conversations, whether audio or video, with an electronic device, including but not limited to digital or tape recorders, cameras, or cellular phones, or any other recording device or service without written consent of all parties to the conversation. Human Resources may record investigative meetings without written consent, however all parties will be made aware of the recording prior to the meeting.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

I hereby consent to record the conversation taking place on _____ at _____ by _____, for the purpose of: _____.

Employee name of individual recording

Print Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Copies of all recordings must be maintained per the State of Ohio's public records laws and are subject to all applicable records retention schedules. Refer to the Public Records Policy on the Delaware County Intranet. Anyone who deletes or otherwise disposes of an authorized recording prior to the proper destruction period under the applicable schedule can be held responsible for the unlawful destruction of a public record.

Distribution: Return original form, signed by all parties, to Human Resources
Copy to be distributed to above participants