



Surveillance Recording Request Policy

1. The surveillance camera recordings are only accessible by the current management firm for the District, by the current Board of Supervisors, and upon written request in accordance with this policy.
2. Anyone requesting to view or copy surveillance recordings must submit a written request to the management firm by either email or mail sent to the management firm's office.
3. The person requesting to view or copy surveillance recording(s) must clearly state in the written request his or her full name, address, email address, and telephone number, and identify the surveillance cameras he or she is requesting recordings from and the day(s) and specific range of time(s) of the recording(s) being requested.
4. Once the management firm for the District receives a request to view a surveillance camera recording, it will have ten (10) business days to respond to the request and, if no public records exception applies to the recording(s), communicate reasonable dates for the requesting person to review the requested recording(s) during normal business hours at either the management firm's office or the District's office.
5. A person requesting to copy surveillance recording(s) will need to provide an appropriately sized portable drive to have the recordings downloaded on.
6. Once the management firm for the District receives both a proper written request to copy a surveillance recording and the portable storage device, it will have ten (10) business days to respond to the request.
7. Surveillance camera recordings are archived for thirty (30) days. After thirty (30) days the recordings are no longer available, unless a proper written request clearly identifying the record is received prior to the expiration of such thirty (30) day period.