

Village of Tequesta

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Village Clerk's Office Memorandum

TO: Michael Couzzo, Village Manager
FROM: Lori McWilliams, Village Clerk
DATE: 11/22/17
SUBJECT: Retention of Data on Roadside Cameras

In August 2013, Council discussed the data storage of information captured by the Village's roadside cameras. Mr. Couzzo suggested a 90-day retention on retaining the data and this was made part of the Clerk's Office procedures regarding records management and disposition.

State law only requires the Village to retain surveillance recordings for a period of 30-days, except for those cases where further investigation is necessary (see attached). Due to the high number of cameras installed around the Village and the large amount of storage capacity required to store the video, it is my recommendation that we return to storing video for the required 30-days, unless required for internal management policies or investigative purposes.

Vice-Mayor Vince Arena
Council Member Steve Okun

Mayor Abby Brennan
Village Manager Michael Couzzo

Council Member Tom Paterno
Council Member Frank D'Ambra