

<p align="center">New York State Information Technology Policy</p>	<p>No: NYS-S07-001</p>
<p align="center">Standard Name: Webcasting Open Meetings</p>	<p>Effective : 01/27/2010</p> <p>Issued By: NYS CIO/OFT State Chief Information Officer Director Office for Technology</p> <p>Published By: Enterprise Strategy & Acquisitions Office</p> <p>Policy Owner: Telecommunications</p>

1.0 Purpose and Benefits of the Policy

The purpose of this mandatory technology standard is to provide minimum standards for state agencies and public authorities for the webcasting of open meetings pursuant to Executive Order 3.

2.0 Enterprise IT Policy Statement

Section 2 of Executive Order No. 117 provides the State Chief Information Officer, who also serves as director of the NYS Office for Technology, the authority to oversee, direct and coordinate the establishment of information technology policies, protocols and standards for State government, including hardware, software, security and business re-engineering. Details regarding this authority can be found in NYS CIO/OFT Policy NYS-P08-002, Authority to Establish State Enterprise Information (IT) Policy, Standards and Guidelines.

3.0 Scope of the Policy

The following mandatory standard applies to all webcast open meetings by *state agencies and public authorities* in response to Executive Order 3. For purposes of this standard, the definition of *state agency and public authorities* is as defined in Executive Order 3, as follows:

“Agency” shall mean any state agency, department, office, board, commission or other instrumentality of the State, other than a public authority.

"Public authority" shall mean a public authority or public benefit corporation created by or existing under any State law, at least one of whose members is appointed by the Governor (including any subsidiaries of such public authority or public benefit corporation), other than an interstate or international authority or public benefit corporation.

Centralized contract information for webcasting is addressed in Purchasing Memorandums (CL-686) issued by the Office of General Services (<http://www.ogs.state.ny.us/About/Webcast/Docs/GenInfo.pdf>). Best practice guidelines for Webcasting Open Meetings (G07-002), particularly for the production component of webcasting, are available at: (<http://www.cio.ny.gov/policy/G07-002/G07-002.pdf>).

4.0 Policy Statement

1. All open meetings must be webcast per Executive Order 3, continued by Executive Order 9.
2. Agencies and public authorities may webcast the meetings live or reduce the costs of webcasting by eliminating the live stream and posting a video or audio file to the web within two (2) business days following the occurrence of the respective meeting. In such case, agencies and public authorities should:
 - a. Provide transcription or closed captioning for the audio or video file upon request, to insure that such postings are accessible to individuals with disabilities.
3. Exemptions from the Webcasting Requirement. In light of the current fiscal climate, and in keeping with the Governor's directive to reduce agency non-personal service costs, agencies and authorities may also request exemptions from the webcasting requirement based on cost and viewership. Exemptions may be granted for up to twelve (12) months at the discretion of the Office of Taxpayer Accountability. To request such an exemption, deputy commissioners (or equivalent) of agencies and public authorities should submit the following documentation to Alan Lebowitz (alan.lebowitz@chamber.state.ny.us):
 - a. The name of the meeting group, agency/authority contact, purpose of the group, membership, whether meetings are required by statute and, if so, reference to such statute.

- b. A cost analysis for the meetings in the past year that takes into account the cost of webcasting the meeting, and viewership. (Example: the ABC meeting costs \$3,000 to webcast and 10 viewers accessed the webcast, at a cost of \$300/viewer.)

The Office of Taxpayer Accountability will review submissions with input from relevant Deputy Secretaries and Governor's Counsel's office and notify agencies/authorities whether such requests will be granted within thirty (30) days of submission.

4. Time period of availability. All webcasts must be available on-demand for a minimum of thirty (30) days. In accordance with the **General Retention and Disposition Schedule for New York State Government Records**, authorization No. 90372 Minutes, Agendas, Meeting Files and Recordings of Governing and Advisory Bodies, each agency shall retain a copy of each of its webcasts for a minimum of four (4) months. After the first thirty (30) days, retention can be in off-line storage (such as DVD, disk, etc.). This standard is not intended to modify any existing agency or public authority record retention schedules. Agencies and public authorities may choose to adopt a retention schedule for a period longer than the General Retention and Disposition Schedule.

5. Users. The streaming (distribution) services selected should accommodate dial-up users as well as broadband users and must support multiple software clients (Real Player, Windows Media Player, etc).

6. State Portal Open Meeting Webcast Calendar. All agencies and public authorities that have open meeting webcasts are expected to add and maintain webcast links on the State Portal Webcast Calendar web page.

- a. Notice of a webcasted open meeting must be published in advance of the meeting, consistent with the public notice requirements of the Open Meeting Law.
- b. Publishing is done using the on-line NYSLinks application (agencies must contact CIO/OFT to gain access to the NYSLinks application – see contact information below). NYSLinks is the same application that is used by agencies and public authorities to input links and FAQs for the Navigate NYS categories on the State Portal.

- c. Within the NYSLinks application, webcast links are to be placed in the category: GOVERNMENT – OPEN MEETING WEBCASTS. Open Meeting Webcast links should not be placed in other business/sector categories (they will be removed).
- d. Within the NYSLinks application, agencies are required to enter the date of the open meeting, the title [of the open meeting webcast link] following the format specifications below, and the URL link to the agency's web page with information about the webcast.

Format specifications for the title [of the open meeting webcast link]:

Agency Name/Acronym – Meeting Name and Identifier

Agency Name/Acronym – If the agency name is not clearly described in the Meeting Name, then the agency name/acronym should appear before the meeting name and identifier.

Meeting Name and Identifier - The meeting name and identifier should be the name of the meeting as it is commonly referred to. It may, or may not, include the agency name depending on the type of meeting (if it does not include the agency name then the agency name/acronym should appear before it as described above). It should easily identify the meeting, the frequency and any other special circumstances (e.g. special topic meeting) that pertain to the meeting.

NOTE: Do not include the date of the meeting in the title as it is entered separately.

On-demand Webcast Title Examples:

DEC Board Meeting – Special Hearing on Water Quality

NYS Board of Elections Commissioner's Meeting

5.0 Policy Compliance

This revised Standard goes into effect on 1/27/2010. CIO/OFT reserves the right to review this policy periodically to ensure relevancy and recommend changes to the State CIO.

6.0 Definitions of Key Terms

A complete listing of defined terms for NYS Information Technology Policies, Standards, and Best Practice Guidelines is available in the "NYS Information Technology Policies, Standards, and Best Practice Guidelines Glossary" (<http://www.cio.ny.gov/policy/glossary.htm>).

7.0 CIO/OFT Contact Information

Submit all inquiries and requests for future enhancements regarding this policy to:

Attention: Enterprise Strategy and Acquisitions Office
New York State Office of the Chief Information Officer and Office for Technology
State Capitol, ESP, P.O. Box 2062
Albany, NY 12220
Telephone: 518-473-0234
Facsimile: 518-473-0327

Email: oft.sm.policy@cio.ny.gov

The State of New York Enterprise IT Policies may be found at the following website:
<http://www.cio.ny.gov/policy/technologypolicyindex.htm>

8.0 Revision Schedule and Review History

Date	Description of Change
04/11/2007	Original policy release
08/24/2007	Revised to include webcasting calendar requirements
01/27/2010	Revised to provide alternatives to live stream webcasting to reduce costs
01/27/2012	Scheduled review.

9.0 Related Documents
