

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 3.06 (49.0)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 8/10/09

SUPERSEDES: 7/6/04

**SUBJECT: DEPARTMENT OF PUBLIC COMMUNICATIONS DIGITAL
VIDEO COPYING POLICY**

I. INTRODUCTION

The City of Chesapeake's television station, WCTV-Chesapeake Television, provides television coverage of various meetings and events throughout the city. The station is a division of the Public Communications Department. A video archive of these meetings and events is maintained at the WCTV studio and is made available upon request to City staff and the general public.

II. PURPOSE

This administrative regulation provides the guidelines and fee structure for obtaining digital video copies from the WCTV archive. These fees represent the best estimate available of the actual cost of copying the digital videos and are comparable with prices charged by commercial digital video duplicators and similar government jurisdictions.

III. DEFINITIONS

The **Public Communications Department (PCD)** is responsible for producing, recording and televising various meetings and events as determined by the Director of Public Communications.

DVD format applies to the medium that is most widely used and accepted by the public at large.

WCTV-Chesapeake Television, or WCTV, is the television division of the Public Communications Department.

WCTV archive is the general DVD archive of various programs and meetings produced by the Public Communications Department. The official city archive for all council meetings is maintained by the City Clerk's office; other archives of city meetings are maintained by the Central Library. The WCTV archive is not intended to be an exhaustive archive of all programs produced by the station.

IV. PROCEDURES

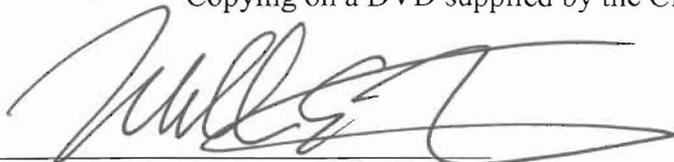
- A. Requests for DVD copies should be made directly to the WCTV studios via telephone, fax or email. At the time the request is made a dubbing request form is completed by WCTV staff.
- B. All DVD copies are made on a first-come, first-served basis unless city business dictates a faster turn around (the average time for a DVD copy to be made is 1-2 weeks).

- C. Requests for copies of City Council, Planning Commission, and other televised events and programs are subject to copying charges.
- D. Copying charges will be applicable to everyone who makes such a request, with the exception of City Council members, City Manager and City Attorney, when there is a need for DVD copies of meetings in order to be adequately informed about issues under consideration by the City Council.
- E. The Public Communications Department initiates interdepartmental transfers (IDTs) to recover the cost of copies that are produced for city departments.
- F. Charges to the general public may be paid in cash or by check payable to "The City of Chesapeake." No credit cards are accepted.
- G. The DVD format is the only supported format at this time for the general public. As technologies become available other formats may be added.

V. DVD COPYING CHARGES

The following charges are applied to all requests for DVD copies;

- Copying on a DVD supplied by the City - \$15.00



William E. Harrell, City Manager

8/10/09
Date