

# **Procurement Department**

## **Audio Recorders**

### **Annual Surveillance Report for July 1, 2022 – June 30, 2023**

#### **1. Description of How the Technology was Used**

No audio recorders were used by the Procurement Department throughout the reporting period of July 1, 2022, through June 30, 2023. However, pursuant to the approved Procurement Department Surveillance Use Policy for Audio Recorders, the Procurement Department (Procurement) is authorized to use two County-owned audio recorders to record pre-bid/pre-proposal conferences for the purpose of capturing pertinent details of questions posed by interested respondents.

The audio recorders were not utilized during the reporting period as pre-bid/pre-proposal conferences either had a virtual option where pertinent information may have been captured via Teams recording, or vendors were encouraged to submit questions in writing to ensure that they were captured accurately.

Any future use of these audio recorders will be consistent with their Board-approved, intended purpose to help ensure Procurement staff relay consistent responses in any potential addenda to the solicitation.

#### **2. Data Sharing with Outside Entities**

No recorders were issued during the reporting period and no respective related data was shared with outside entities.

Audio recorders are kept in a secure location within Procurement's facility and are only used by the initial requestor who checks out the recording device. In the event that an outside entity requests access to the audio file, or any transcription thereof, the requesting party is instructed to fill out a public records request via the California Public Records Act (CPRA) and submit the request to Procurement's Public Records Administrator via e-mail.

#### **3. Community Complaints or Concerns about the Technology**

Procurement has not received any community complaints or concerns to report for the reporting period. In the event that a complaint or concern is submitted by a member of the public, Procurement employees are instructed to notify the Director of Procurement and the direct supervisor in writing.

#### **4. Audits/Policy Violations**

Because no audio recorders were used during the reporting period, Procurement did not have any data to conduct an audit. There were no allegations of policy violations, or findings of policy violations. This has been verified with the appropriate personnel assigned to ensure compliance,

including the Procurement Department Systems Administrator, the Procurement Department Public Records Administrator, and the Procurement Department Agenda Coordinator.

Prior to submitting an initial request for use of the Audio Recorders, Procurement staff are required to read and acknowledge the Surveillance Use Policy from the System

Administrator. By signing the Surveillance Use Policy Acknowledgement Statement, the initial requestor acknowledges that they have read and understood the policy and agree to comply with the requirements detailed in the Policy.

## **5. Effectiveness at Achieving Identified Purpose**

While no audio recorders were used during the reporting period, the prior use of audio recorders has been effective in capturing pertinent details of questions posed by interested respondents, ensuring Procurement staff relay consistent responses in any potential addenda to the solicitation.

## **6. California Public Records Act Requests**

As of June 30, 2023, Procurement has not received any California Public Records Act requests regarding audio recorders.

In the event that an outside entity requests access to the audio file, or any transcription thereof, the requesting party is instructed to fill out a public records request via the California Public Records Act (CPRA) and submit the request to Procurement's Public Records Administrator via e-mail.

## **7. Costs Incurred**

As no audio recorders were issued nor purchased during the reporting period, no additional costs were incurred. Funding for this technology is included in Procurement's Fiscal Year 2023-2024 Adopted Budget.