

Consumer and Environmental Protection Agency Audio Recorders

Annual Surveillance Report: July 1, 2022 – June 30, 2023

1. Description of How the Technology Was Used

The Consumer and Environmental Protection Agency (CEPA) is authorized to use audio recorders to lawfully record hearings, interviews, and other events relating to CEPA work in our efforts to promote and protect health and safety, equity in the marketplace and improve environmental factors.

During the reporting period recorders were used only for their Board-approved, intended purpose as monitored by Department managers.

2. Data Sharing with Outside Entities

As of June 30, 2023, no data had been shared with outside entities.

3. Community Complaints or Concerns about the Technology

CEPA has not received any community complaints or concerns regarding the use of audio recorders.

4. Audits/Policy Violations

As of June 30, 2023, there has not been any non-privileged internal audits conducted, allegations of policy violations, or findings of policy violations.

5. Effectiveness at Achieving Identified Purpose

Although use is limited, when used audio recorders have been effective in creating records of witness interviews and public civil, criminal, and administrative hearings.

6. Public Records Act Requests

As of June 30, 2023, CEPA has not received any Public Records Act requests regarding this equipment. All Public Records Act requests are managed by the Department's coordinators and use the Next Request system to track and monitor compliance.

7. Costs Incurred

Annual cost for the technology, including personnel and other costs, is under \$100 based on the replacement cycle of the hardware. The funding is included as part of the CEPA IT Budget.