

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 23
AMENDED DECEMBER 7, 1988

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Third District Rural Training Assistant	Administrative Associate
Full-Time Clerks of Court	
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	
Rural Court Analyst	

OTHERS: Training Judges
In-Court Clerk Supervisors
Transcript Supervisors
Masters

SUBJECT: AUDIO, VIDEO AND COMPUTER TAPE SECURITY

I. MARKING OF TAPES

A. Audio Tapes

1. All original audio cassette and reel-to-reel tapes on which court proceedings have been recorded must be clearly marked with the tape number required by Administrative Bulletin No. 21.
2. Original tapes must be clearly marked "original" and copies of tapes must be clearly marked "copy." All tapes on which "confidential" court proceedings have been recorded must also be clearly marked "confidential."

B. Computer and Video Tapes

All computer and video tapes on which court information has been stored must be marked with the court locations.

II. CUSTODY OF TAPES

All computer, video and audio tapes on which court proceedings have been recorded will be kept in the physical custody of court personnel at all times unless the tapes are properly secured as outlined in Section IV and V below. At no time will persons other than court personnel be allowed to handle original computer, video, or audio tapes.

III. REPLAY OF ORIGINAL AUDIO TAPES

Only a court employee may replay an original audio cassette or reel-to-reel tape. If a court employee is not available to operate the playback machine and be in attendance during the replay, a copy of the cassette or a copy of the requested portion of the reel-to-reel tape must be used for the replay.

IV. SECURITY OF AUDIO, VIDEO, AND COMPUTER TAPES

No tape on which a court proceeding has been recorded shall be left unattended by court personnel unless that tape has been properly secured. Tapes may be secured in one of the following ways.

A. Security of Audio Tapes During Recesses and Overnight

1. During court recesses, cassette tapes may be locked in Gyyr recording units, but the key to the Gyyr recorder must be removed and kept in a separate place.
2. During court recesses, reel-to-reel tapes and cassette tapes for non-Gyyr recording units may be left in the recording machine only if a court employee remains in the courtroom during the recess or the courtroom is emptied and locked.
3. Audio tapes (including Gyyr cassettes, non-Gyyr cassettes and reel-to-reel tapes) may not be left in recording machines overnight.

B. General Security of Audio, Video and Computer Tapes

1. When not in use (except as provided in Section A above), audio, video and computer tapes on which court proceedings have been recorded must be secured in a locked drawer, cabinet, vault or room specifically designated for the storage of tapes. This requirement applies to partially recorded tapes which may be used to record further proceedings. Original tapes may never be left in unsecured areas.

2. The drawer, cabinet, vault or room used for storage of tapes must be kept locked at all times unless being used by court personnel. Access to the tape storage area or cabinet must be limited to court personnel only.
3. If possible, tapes should be stored in a fire-resistant vault, room or cabinet. If the storage area is also used for the storage of exhibits, access to the tapes is limited to those court employees authorized access to exhibits as provided by Administrative Bulletin No. 9 on Exhibits.

V. REQUIRED STANDARDS FOR THE STORAGE OF AUDIO, VIDEO AND COMPUTER TAPES

A. General Storage Standards for Audio, Video and Computer Tapes

1. Tapes must not be stored in a room where there is an electrical motor, electronic device, electrical generator, electrical closet, phone switch or bulk tape eraser.
2. Tapes must not be stored against a wall if there is an electrical motor, electronic device, electrical generator, electrical closet or phone switch on the other side of the same wall.
3. Tapes must be stored away from windows to protect the tapes from possible vandalism or heat.
4. Tapes and tape storage cabinets must not be routinely left on or next to any of the following types of electrical equipment:

coffee pots	electric date stamps
record-a-call units	phones
computers	phone modems
computer printers	electric pencil sharpeners
computer terminals	vacuum cleaners
stereo music/radio equipment	
5. Tapes must not be stored in a room or area where the temperature frequently exceeds 85 degrees Fahrenheit and/or the humidity frequently exceeds 60 percent. Storage areas for tapes should have a relatively constant temperature between 65 and 75 degrees Fahrenheit and a humidity range between 20 and 50 percent.
6. Tapes must be stored at least 4 inches off the floor to guard against water damage which may occur from plumbing leaks or "floor water" due to extinguishing a fire someplace else in the office.

7. Tapes must not be stored in a room where there is a high probability of repetitive static shocks from carpeting, etc., to the tapes. New construction or remodeling should include linoleum or anti-static carpeting in tape storage areas.

B. Gyyr Tape Storage Cabinets

In addition to the requirements set out in Section A above, all courts using Gyyr tape recorders must store their audio cassettes in the locking tape cabinets supplied by the Administrative Offices.

C. Additional Requirement for Computer Archive Tape

Each Friday, the most current computer-archive tape(s) must be stored in a location outside of the court building. The purpose of this requirement is to protect the computer records in the event of a major disaster (e.g., fire or flood) which destroys the court facility. The archive tape(s) must be stored off-site for a period of one week, after which it may be returned to the court for another archive.

The clerk of each court is required to arrange for the off-site storage of the computer-archive tape. Off-site storage may include, but is not limited to, one of the following:

1. The home of a court employee;
2. a safe-deposit box; or
3. a municipal or state agency located outside the court building which agrees to the temporary storage of the computer-archive tape(s).

D. Selection of a Tape Storage Room

Where possible, audio, video and computer tapes should be stored in a vault or room within the court structure designed for the storage of tapes. If the storage area is also used to store exhibits, access to the tapes is limited to those court personnel authorized access to exhibits as provided by Administrative Bulletin No. 9 on Exhibits. The storage room should meet the following requirements:

1. The fire sprinklers within the room should operate as an independent zone from the rest of the building. Sprinklers within the room should be programmed not to go off unless there is a fire source within the room.
2. The room should be fire resistant to at least 150 degrees Fahrenheit.

3. The general storage standards set out in Section A above.

VI. SHIPPING OF AUDIO, VIDEO AND COMPUTER TAPES

- A. Original audio reel-to-reel tapes and non-Gyyr recorded cassettes and video and computer tapes may be shipped to another court location.
- B. Unless otherwise ordered by the court, original cassettes recorded on Gyyr equipment must remain in the original court location. Only copies of cassettes recorded on Gyyr equipment may be shipped to other court locations.
- C. Shipping of tapes must be by one of the following methods:
 1. Hand delivery by court personnel;
 2. Certified mail; or
 3. Special delivery service offered by a commercial business (e.g., ESP delivery via a commercial airline).
- D. The shipping container in which an original or copy of a tape is shipped must be clearly marked "Recorded Magnetic Tape. Do Not Expose to Magnetic Fields." Pre-printed labels (form ADM-705) are available for this purpose from Court Supply.

Dated: _____

Arthur H. Snowden, II
Administrative Director

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Original Distribution:

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