

ASSOCIATION FOR THE ADVANCEMENT OF MEDICAL INSTRUMENTATION

AAMI Board Policy - Recording

OBJECTIVE OF THE AAMI RECORDING POLICY

The objective of the AAMI Recording Policy (Policy) is to set forth expectations regarding the recording of AAMI meetings. The intent of this Policy is to strike a balance between the legitimate uses of audio and video recordings, and concerns including compliance with the law.

There may be a legitimate reason for recording an AAMI meeting. For example, an AAMI meeting may be recorded in order that participants can view or listen to a meeting at a different time. Additionally, meetings may be recorded so that minutes or summaries of the meeting can be accurately created.

This Policy applies to all AAMI meetings, whether in-person or virtual. This Policy applies to all methods of recording meetings, including audio and video recordings.

NO SECRET RECORDINGS

No AAMI meeting may be secretly recorded. All AAMI meetings being recorded must comply with this Policy, including the notice requirements below.

NO ARTIFICIAL INTELLIGENCE RECORDINGS

No AAMI meeting may be recorded using an artificial intelligence (AI) tool, application, or service; except as explicitly stated for AAMI staff internal use.

NOTICE OF MEETING RECORDING

When any AAMI meeting is to be recorded, all meeting attendees should be notified of the intention to record prior to the meeting, and all attendees must be notified of the meeting recording upon the commencement of the meeting. This requirement applies to any recording method which results in any video and/or audio recording of the meeting, regardless of whether the recording is accomplished by a feature in a video conferencing application or by the use of another program or device. The notice prior to the meeting could be included in a meeting invitation, agenda, or delivered in a separate communication. The notice upon the commencement of the meeting should be delivered orally by the Chairperson, an AAMI staff member, or other participant in the meeting, immediately prior to the start of the meeting. The notices need to be clear, readily apparent, easily understandable, and need to allow a participant who does not consent to the recording to refuse to participate in the meeting. If any participant does not want to be recorded, such participant may choose to attend the meeting but remain silent during the meeting or to choose not to attend the meeting being recorded.

COMPLIANCE WITH AAMI RECORDS RETENTION POLICY

All meeting recordings are considered AAMI records, and AAMI shall comply with the AAMI Records Retention Policy with respect to destruction of meeting recordings. Generally, unless otherwise required by the AAMI Records Administrator, AAMI Chief Administrative Officer, or AAMI Chief Executive Officer, meeting recordings shall be destroyed 30 days after the date the recording was made, except for recordings of training, educational, and informational events, classes, seminars, and conferences.

The AAMI Board of Directors reserves the right to amend, alter and terminate this AAMI Recording Policy at any time.

Table - Document Version

Date	Action	Approved By	Notes/Remarks
09 Feb 2022	Initial Approval	AAMI BoD	Rewritten policy adopted.
20 Feb 2025	Policy Update	AAMI BoD	Periodic review and update with inputs from outside counsel.