

Womble, Pebbles

From: Sands, Jon
Sent: Saturday, January 22, 2011 9:02 PM
To: Sands, Jon
Subject: FW: Audio/Video Recording of Construction Project Meetings
Attachments: RE: Recording Construction Project Meetings

FYI

Jonathan M. Sands, P.E.
District Construction Engineer
Florida Department of Transportation
801 N. Broadway Ave.
Bartow, FL 33830
Office: (863) 519-2223
Mobile: (863) 559-0480
Fax: (863) 534-0071
jon.sands@dot.state.fl.us
[District One Construction Website](#)

From: Sands, Jon
Sent: Wednesday, December 01, 2010 12:20 PM
To: Jones, William R; Grace, Lance; Holden, David; Harris, Benjamin; Gorman, Crystal; Jacobsen, James J; Muse, Terry
Cc: Hayes, John; McClintock, George; Small, Tammy G; Rosenstein, Albert; Harman, Carl D; Wheeler, Alan; Strzepek, Cary; Byrne, Gerald E; Hendrix, Timothy A; Usher, Eunice; Hindman, Susan; Juarbe, Luis O; Adames, Alex; Brantley, Mary J; Brown, Jacquelin J; Douberley, Marshall; Droz, Bob; Eakins, Brooke; Faulkner, Merry; Harkins, Paul; Jackson, Wayne; Monkelbaan, Brian; Patel, Nikesh; Patel, Shailesh; Presson, Scott; Richey, Amy; Roberts, Melanie; Sevilla, Jorge; Sikorski, Scott; Speight, Cecilia H; Spruce, Lori; Thomas, Jos; Thompson, Jan J; Tran, Anita; Womble, Pebbles; Young, James A; Zagardo, Lawrence
Subject: Audio/Video Recording of Construction Project Meetings

Please ensure the policy direction outlined in the e-mail below from David Sadler is provided to and followed by all In-house and Consultant Construction Staff. This policy direction is effective immediately.

Instructions on how to import the digital file formats (MPEG, AVI, FLV, WMV) into Hummingbird are shown in the attachment.

Terry – Please have the Standard Letter Task Team revise the Notice of Pre-Construction Meeting Letter to include the statement below.

Please let me know if you have any questions.

Thanks,

Jonathan M. Sands, P.E.
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From: Sadler, David A
Sent: Monday, November 22, 2010 8:38 AM
To: FDOT-DCE
Cc: Blanchard, Brian
Subject: Recording Construction Project Meetings

There have been questions raised regarding the recording of construction project meetings. In an effort to provide clear direction on this issue, I met with the General Counsel's Office and Brian Blanchard. This e-mail serves as direction to all Districts and Turnpike Construction Offices when and how to address recording of construction project meetings.

When developing the agenda for construction project meetings, the following statement must be included at the bottom of each agenda where audio or video recording is expected to take place.

"This meeting will be audio/video recorded and will become part of the construction project records."

Before the start of any project level meeting, the following statement must be read,

"This meeting is being audio/video recorded and will become part of the construction project records."

In an effort to ensure that as part of future public records requests that these recordings are easily accessible, these recordings should be converted to a digital format (MPEG, AVI, FLV, WMV) and loaded into the hummingbird document retention system as part of the project files.

Please let me know if you have any questions.

David A. Sadler, P.E.
Director, Office of Construction
(850)414-5203
Fax - (850)-414-4874
userid: cn982da
email: david.sadler@dot.state.fl.us

Womble, Pebbles

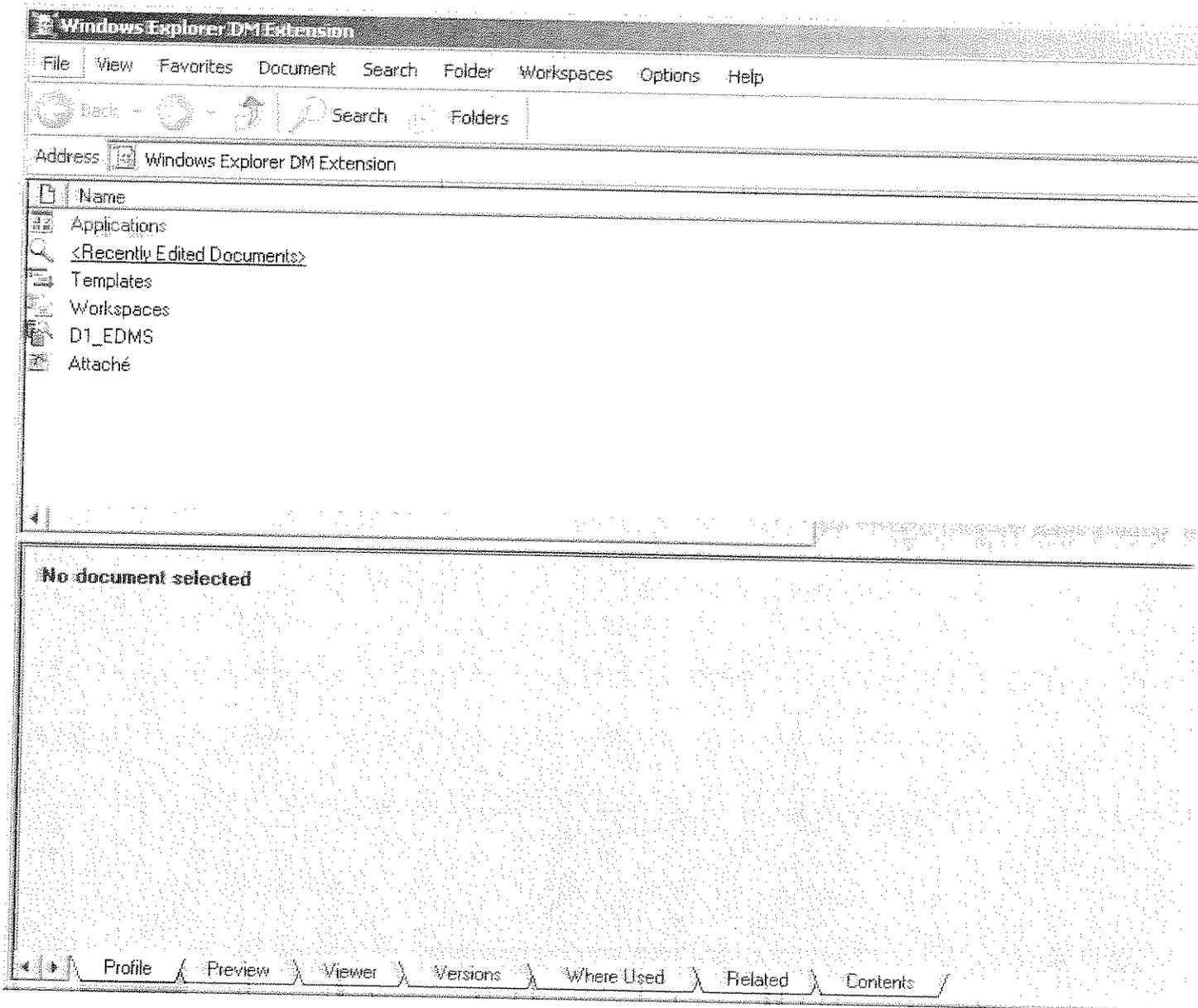
From: Sikorski, Scott
Sent: Monday, November 22, 2010 10:02 AM
To: Sands, Jon
Cc: Muse, Terry; Presson, Scott; Brantley, Mary J; Thomas, Jos; Sevilla, Jorge; Adames, Alex; Brown, Jacquelin J
Subject: RE: Recording Construction Project Meetings

Jon, the conversion of the audio file to MPEG, AVI, FLV, and WMV must be completed prior to importing into Hummingbird.

Once the audio file is in an acceptable format (MPEG, AVI, FLV, and WMV) the appropriate EDMS user shall use the Hummingbird Windows Explorer DM Extension (this is a part of Hummingbird) to import the file and attribute accordingly, see my suggestion below:

- DOCUMENT GROUP: CONST09 - JOB CORRESPONDENCE
- DOCUMENT TYPE: CONST092 – Meetings
- Document date is the date the meeting was held.
- Describe the type of meeting in the subject description field.

See screen shot of Hummingbird Windows Explorer DM Extension program below:



If anyone has questions on using the Electronic Document Management System, Windows Explorer DM Extension contact one of the following:

Alex Adames: 863-519-2651

Mary Jane Brantley: 863-519-2647

Scott Sikorski: 863-519-2782

Sincerely,

Scott D Sikorski
Technical Services Manager
Florida Department of Transportation
District One Construction
(863) 519-2782
Fax: (863) 534-0071
E-mail: scott.sikorski@dot.state.fl.us

From: Sands, Jon
Sent: Monday, November 22, 2010 9:25 AM
To: Sikorski, Scott
Cc: Muse, Terry; Presson, Scott
Subject: Recording Construction Project Meetings

Scott S.,

Can you provide me the directions on converting the digital file formats (mentioned below) into Hummingbird.

Thanks,

Jonathan M. Sands, P.E.
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To: FDOT-DCE
Cc: Blanchard, Brian
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Please let me know if you have any questions.

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