

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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**In Reply Refer To:
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Instruction Memorandum No. HR-97-009

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To: All BC, HR, NI and RS Employees

From: Director, National Human Resources Management Center

Subject: Policy on Use of Recording Devices

This memorandum establishes the National Centers' policy regarding the use of recording devices to record meetings or conversations. Recording devices used to record meetings or conversations without the knowledge and consent of participants is strictly prohibited in the workplace.

The Center Directors' goal is to encourage free and open business discussions. Use of recording devices, without employees' knowledge or consent, is disruptive to the workplace in that it has a chilling effect on employees willingness to participate in meetings or conversations in an open, honest manner that is critical to effective business dialogue. If employees believe there is a possibility of being recorded without their knowledge, they will tend not to participate in meetings and/or discussions.

If you would like additional information on this policy, please contact the Employee Relations office at 236-6701 or 236-6505.

Signed
Linda D. Sedbrook
Director

Authenticated
Darlene Robitaille
Secretary

Distribution

WO-510, MIB, Room 5628
BC-650A, Records
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HR-200