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**DOCUMENTING GOVERNMENT**

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**PROMOTING HISTORY**

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**SECURING RIGHTS**

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## Use of Artificial Intelligence (AI) Policy

The purpose of this policy is to establish the appropriate and ethical use of artificial intelligence (AI) in Council of State Archivists (CoSA) video conferencing, virtual events, and other virtual collaborative spaces regarding taking notes or creating transcripts. CoSA strives to provide scalable, flexible, impartial, and wide-ranging education and training that meet the needs of state and territorial archives leaders and staff. To ensure accessibility and inclusivity, we may record some events and provide automated closed captions.

**Event Recordings:** CoSA typically records its professional development and training events and posts them on the CoSA website and/or YouTube channel. These recordings are intended for the benefit of members who may have missed the live event, prefer self-paced professional development training, and for archival purposes.

**Meeting Recordings:** Recording of certain CoSA meetings and events, such as the monthly Chat with State Archivists and Chatting with Colleagues, is prohibited to maintain a safe space for discussions and safeguard the confidentiality of participants.

**Automated Closed Captions:** To enhance accessibility of recorded events such as webinars and training sessions, CoSA provides automated closed captions. If you have a specific accessibility need and require access to the captions after the event, please contact us at [info@statearchivists.org](mailto:info@statearchivists.org), and we will ensure they are available.

**Prohibition of AI Technology:** Under no circumstances are participants allowed to use artificial intelligence technology, such as Otter.ai bots or similar tools, to take notes or transcribe meetings and events without explicit permission from the CoSA Executive Committee. The unauthorized use of AI technology disrupts the flow of our events, compromises the privacy and security of participants, and stands in violation of this policy.

**Termination of AI-Bots:** If an artificial intelligence bot is detected in any meeting or event, we reserve the right to terminate the session and remove the bot and participant from the meeting. This action is necessary to protect the privacy, security, and experience of our members.

Adherence to this policy is mandatory, and acceptance is required to participate in CoSA meetings and events. By adhering to these guidelines, CoSA can ensure a productive, inclusive, and secure environment for all attendees.

*Approved by the Board of Directors on March 6, 2025*

**Council of State Archivists**

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