

## **DUPLICATE VIDEOS OF MIAMI-DADE TV MEETINGS AND PROGRAMS**

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### **SUMMARY**

The Digital Media Services (DMS) section of the Communications Department (COM) provides video duplicates (dubs) of any meeting of the Board of County Commissioners (BCC), Committee meetings, press conferences, DMS-MDTV produced programs that are broadcasted by the MDTV station, etc. DMS-MDTV also provides dubs of recorded local television news broadcast and, through a contractor, other programming not recorded by DMS-MDTV. The dubs may be obtained through COM's dub center.

### **PROCEDURE**

To purchase a dub of a DMS-MDTV recorded County meeting or program:

1. Email the dub center to purchase a DVD of a broadcasted BCC, Committee meeting, and/or program by emailing: [dubs@miamidade.gov](mailto:dubs@miamidade.gov).
2. The requester must provide contact information, the date and time of the meeting(s), and the index code to which the duplication costs will be charged.
3. Do not request segments or selected portions of meetings. The dub center provides a copy of the entire meeting or program, which may include more than one DVD. Upon completion of the copy, dub center staff will notify the designated contact person to pick up the DVD.

To purchase a dub of a local television news broadcast:\*

1. Email the dub center, [dubs@miamidade.gov](mailto:dubs@miamidade.gov), to purchase a DVD of a segment or portion of daily local newscasts (Channel 4, 6, 7, 8, 10, 23, 41 and 51).
2. The requester must provide contact information, the date and time of the newscast; the story subject; any other detail that will help expedite the processing of the order; and the index code to which the duplication costs will be charged.

\*This service is only available for Miami-Dade County departments, administration and elected officials.

To purchase a dub of a program not recorded by DMS-MDTV:

1. Email the dub center, [dubs@miamidade.gov](mailto:dubs@miamidade.gov), to request dubs of programs that are not recorded by DMS-MDTV (e.g., national newscasts). COM works with an outside vendor to obtain DVD copies of these kinds of programs.
2. Submit your request as soon as possible to DMS-MDTV because not all programs are routinely recorded by the vendor. Therefore, advance notice may be necessary to ensure that the requested program is recorded.
3. When submitting your request to the dub center, include the contact information, an index code, the story subject, the channel on which it aired, the date and time of the newscast, and any other specific details that may help expedite the processing of the order. The cost of dubs through an outside vendor varies and courier charges for deliveries are additional.

**CONTACT(S): Department/Division**  
Communications/Digital Media Services