

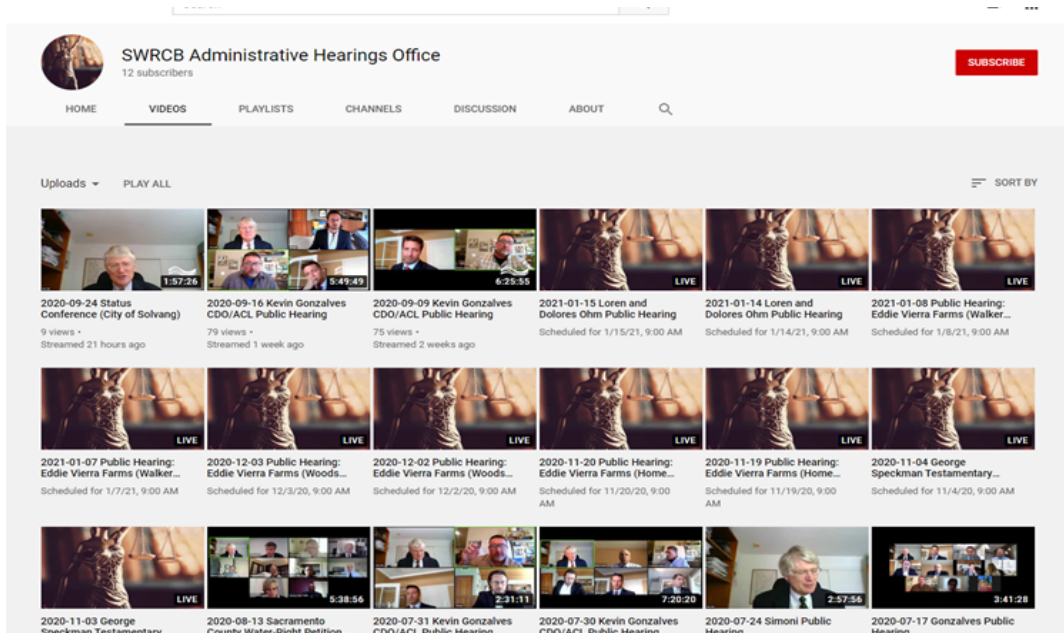
# Administrative Hearings Office (AHO)

## Guide to Hearing Recordings and Informal Hearing Transcripts

The AHO uses the following tools to provide recordings of hearings and informal transcripts for AHO teleconference hearings and conferences.

During a hearing or conference, an interested member of the public may watch the AHO proceeding on the [YouTube channel](#) of the SWRCB Administrative Hearings Office. This YouTube channel also shows links to future hearing videos. After the hearing or conference has concluded, the video recording of it is available on the SWRCB Administrative Hearings Office's YouTube channel.

While reviewing a video, you may click on the "CC" icon on the bottom right of the screen to enable closed captioning of the proceeding. Even though the AHO makes these YouTube video recordings available to the public, the videos are not parts of the AHO's official administrative record for the proceeding.





Due to technology limitations, YouTube recordings of hearings and conferences conducted from June 2020 to September 2020, that were more than four hours long do not have the closed captioning option.

The files of audio + video recordings in the Water Board's [AHO File Transfer Protocol \(FTP\)](#) folder for each matter are not closed captioned. However, for hearings and conferences held after September 23, 2020, the AHO will endeavor to include a file of a transcript-like document ("informal transcript") of the proceedings in the AHO-FTP folder for the proceeding.

The informal transcript is a text file the AHO makes available by enabling a setting in the YouTube teleconference recording application. This recording application's built-in software creates a file of the informal transcript that includes the time of each statement, the name of the speaker, and text of what the speaker said. These informal transcripts are computer generated and are not checked for accuracy. Our experience is that they are fairly accurate (especially for statements of speakers who speak clearly), but the line breaks in them often do not correspond with actual sentence breaks.

At the conclusion of each AHO hearing or conference, AHO staff uploads an audio-plus-video recording and a text file of the informal transcript of the hearing or conference to the AHO-FTP site. The audio + video recording is the AHO's official record of the hearing or conference. If a party wants to cite in a closing brief or other filing to a statement or to testimony given during a hearing or conference, then the party should cite the hour, minute and second of the beginning of the statement or testimony and the hour, minute and second of the end of the statement or testimony in the audio-plus-video recording file that is saved on the AHO-FTP site under the Hearings Documents folder for the specific Matter.

Because the times listed in the informal transcripts correspond with the times in the audio-plus-video recording, the informal transcripts may be useful to the parties when they are attempting to locate statements or testimony. Although files of these informal

transcripts are parts of the administrative record, they are not official records of the hearing or conference. Parties should not cite to the informal transcripts in the parties' closing briefs or other filings.

Recordings posted to the AHO YouTube channel are not parts of the administrative record of a proceeding. Parties should not cite to them in their closing briefs or other filings.

If there are questions pertaining to this guide, AHO recording procedures, closed captioning or transcripts, please email the AHO at [adminhrgoffice@waterboards.ca.gov](mailto:adminhrgoffice@waterboards.ca.gov) or, if necessary, call the AHO at (916) 341-6940.

During the COVID-19 pandemic, there may be some delays before the AHO replies to e-mails or returns telephone calls.