

\_\_\_\_\_ BOROUGH,  
\_\_\_\_\_ COUNTY, PENNSYLVANIA  
RESOLUTION R-\_\_\_\_\_

**A RESOLUTION OF THE BOROUGH OF \_\_\_\_\_, \_\_\_\_\_ COUNTY, PENNSYLVANIA, ESTABLISHING PROCEDURES FOR THE STANDARD DESTRUCTION OF BOTH PUBLIC MEETING AUDIO TAPES AND AUDIO-VIDEO TAPE RECORDINGS OR DIGITAL RECORDINGS. UPON ADOPTION OF THE WRITTEN APPROVED MINUTES BY COUNCIL.**

**WHEREAS**, the Commonwealth of Pennsylvania adopted Act 3 of 2008, known as the Right to Know Law, on February 14, 2008; and

**WHEREAS**, by virtue of \_\_\_\_\_ Borough , Resolution R-\_\_\_\_\_ adopted on the \_\_ day of \_\_\_\_\_, 2017, \_\_\_\_\_ Borough declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Retention & Disposition Schedule, adopted on July 16, 1993, and as amended by the Pennsylvania Historical and Museum Commission on July 9, 2009; and

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality; and

**WHEREAS**, the Council of \_\_\_\_\_ wishes to simplify the process in documenting the destruction of meeting minute tapes and digital files:

**BE IT THEREFORE RESOLVED** that the Borough Council of \_\_\_\_\_ hereby adopts a meeting tape and digital recording destruction procedure whereby all \_\_\_\_\_ Borough audio and audio-visual tapes or digital files generated by the borough secretary for the purpose of generating written minutes of any public meeting are to be destroyed or erased immediately following the approval of the minutes reflected by each tape or digital file. Council simultaneously authorizes all prior meeting tapes or files retained by the borough secretary, regardless of format, to dispose of it in a similar manner at the earliest opportunity.

**THIS RESOLUTION DULY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2017 by the Borough Council of \_\_\_\_\_, \_\_\_\_\_ County, Pennsylvania.

**ATTEST:**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President of Council

