

RESOLUTION 2009-6

RESOLUTION by the Board of Supervisors of the Township of Conewago, Dauphin County, Pennsylvania, will establish a policy for retention of tapes recordings used to record public meetings and retention schedule of these tapes as public record by the township. This policy is established because no policy exists in the current Pennsylvania Right-To-Know Law approved January 1, 2009 and the Municipal Records Manual approved December 16, 2008 Act 428 of 1968.

WHEREAS: Declaring its intent to follow the retention schedule and procedures for disposition of records set forth in the Municipal Records Manual approved December 16, 2008 Act 428 of 1968 and,

WHEREAS, Conewago Township desires to dispose of records according to statutory requirements; and can set policy where no retention schedule policy exist by the Municipal Records Committee intends to set policy in this resolution for tape recordings of public meetings retention schedule and,

WHEREAS, Conewago Township sets this policy for retention of meeting tapes used to record and latter used to assist in typing the formal meeting minutes of meeting shall be retained, until the Board approves the written formal meeting minutes in a public meeting of the Board. After Board approval of the formal meeting minutes the tape (s) will be erased no earlier than 30 days after the Board approves the minutes.

NOW, THEREFORE, BE IT RESOLVED Conewago Township, Dauphin County, Pennsylvania intends to follow the schedules and procedures for disposition of tape (s) recorded as set forth in this policy where no retention policy is established by Municipal Records Committee.

ADOPTED by the Board of Supervisors of the Township of Conewago this 10th day of the month of June, 2009.

BOARD OF SUPERVISORS
TOWNSHIP OF CONEWAGO
DAUPHIN COUNTY, PENNSYLVANIA

ATTEST:

By: *Shesley R. Meyers*
Secretary

(SEAL)

By: *John D. Roebuck*
Chairman

By: *Jay M Brandt*
Vice Chairman

By: *A. H. Kelly*
Board Member