TOWNSHIP OF \_\_\_\_\_

\_\_\_\_\_ COUNTY, PENNSYLVANIA

**RESOLUTION NO. \_\_\_**

A RESOLUTION OF THE TOWNSHIP OF \_\_\_\_\_, \_\_\_\_\_ COUNTY ESTABLISHING A POLICY FOR THE DISPOSAL OF ELECTRONIC TAPE RECORDINGS OF PUBLIC MEETINGS OF THE BOARD OF SUPERVISORS

***WHEREAS***, the Township Secretary, responsible appointed official, Township support staff utilize an electronic tape recorder to temporarily record to proceedings of each meeting or special meeting held in the Township;

***WHEREAS***, the temporary recordings of all meetings are utilized for the sole purpose of preparing the official written record of the activities of each of the public meeting of each Board or Commission in accordance with section 6 of the Pennsylvania Sunshine Act;

***WHEREAS***, the meeting recordings do not constitute an official public record of any official meeting held in the Township and may be destroyed upon review and approval of the actual written meeting minutes of the Board of Supervisors;

***NOW, THEREFORE, BE IT RESOLVED*** that all electronic recordings of public meetings shall be used only to prepare the official meeting minutes for the Board of Supervisors;

***BE IT FURTHER RESOLVED***, that all electronic recordings of public meetings shall be destroyed by the responsible appointed official or Township staff member upon final approval of the official written minutes of the meeting.

***ADOPTED*** by the **Board of Supervisors of the Township of \_\_\_\_\_, County of \_\_\_\_\_** at its regular scheduled monthly meeting held this \_\_ day of \_\_\_\_\_, 20XX.

ATTEST: \_\_\_\_\_\_\_\_ TOWNSHIP

BOARD OF SUPERVISORS

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The PSATS Ordinance Database includes examples that townships can use when developing their own ordinances, job descriptions, and personnel regulations. Please keep in mind that these examples are merely an informational resource for you to use in developing your own ordinance, job description, or personnel regulation. PSATS does not guarantee the legal effectiveness of any of these examples, nor their appropriateness to any particular situation. These are for your judgment in consultation with your legal representative. PSATS encourages township officials to review and discuss all proposed ordinances, job descriptions, or personnel regulations with their township solicitor.