

TOWNSHIP OF EAST HEMPFIELD

RESOLUTION NO. 09-19

A RESOLUTION OF EAST HEMPFIELD TOWNSHIP, LANCASTER COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY REGARDING THE RETENTION OF DIGITAL AND/OR AUDIO TAPE RECORDINGS OF THE EAST HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS MEETINGS THEREBY DECLARING ITS INTENT TO RETAIN RECORDINGS OF BOARD MEETINGS FOR ONLY A LIMITED PERIOD OF TIME AND TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008.

WHEREAS, Pennsylvania's Right to Know Law, 65 P.S. § 65.101 *et seq.*, became effective on January 1, 2009; and

WHEREAS, the Right to Know Law, 65 P.S. § 65.507, states that nothing within the Right to Know Law shall be construed to modify, rescind or supersede any record retention policy or disposition schedule of an agency established pursuant to law, regulation, policy or other directive; and

WHEREAS, the meetings of the Board of Supervisors are recorded for the limited purpose of preparing the official minutes; and

WHEREAS, the official minutes document all of the Board's actions and other information required by Pennsylvania Sunshine Act; and

WHEREAS, pursuant to the Municipal Records Act of January 18, 1968 (P.L. 961, No. 428), 53 Pa.C.S. § 1381 *et seq.*, the Municipal Records Manual issued by the Pennsylvania Historical and Museum Commission, approved December 16, 2008, sets the schedules for the retention and disposition of public records for Second Class Townships; and

WHEREAS, the Municipal Records Manual requires the permanent retention of original minutes adopted by the Board of Supervisors; and

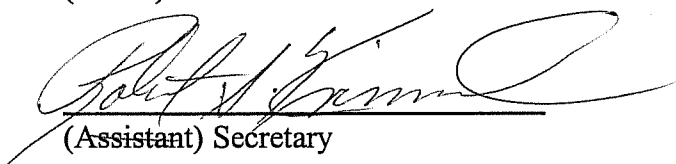
WHEREAS, pursuant to the Municipal Records Manual, approved December 16, 2008, the Board of Supervisors shall permanently retain the original minutes that are adopted by the Board of Supervisors; and

WHEREAS, the Board of Supervisors desires to adopt a policy and practice that allows for the destruction and/or reuse (recording over) of the tapes and/or digital recordings thirty (30) days after the official minutes are prepared and adopted by the Board of Supervisors without further and repetitive action by the Board of Supervisors.


NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of East Hempfield Township, Lancaster County, Pennsylvania, that any employee responsible for preparation of the minutes or any other employee of the Township is authorized and directed to destroy and/or reuse (record over) all recordings of Board meetings thirty (30) days after the minutes of the meeting have been approved by the Board at a public meeting.

RESOLVED AND ENACTED this 1st day of July 2009.

ATTEST:
(SEAL)


(Assistant) Secretary

EAST HEMPFIELD TOWNSHIP
BOARD OF SUPERVISORS


(Vice) Chairman, Board of Supervisors

I, Robert S. Krimmel, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted at a legally constituted meeting of the Board of Supervisors of East Hempfield Township held on July 1, 2009, at which meeting a quorum was present and voted in favor thereof.

Robert S. Krimmel, Secretary