

RESOLUTION NO. 2023-02

A RESOLUTION OF THE BOROUGH OF SOUTHMONT, CAMBRIA 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 2 of 2008, known as the Right to Know Law, on February 14, 2008; and

WHEREAS, by virtue of resolution 89-3, adopted on February 20, 1989, the Borough of Southmont declared its intent to follow the procedures for the disposition of records as set forth in the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued 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 Southmont Borough wishes to simplify the process in documenting the destruction of meeting minute tapes and digital files:

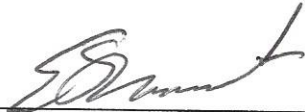
BE IT THEREFORE RESOLVED that the Borough of Southmont hereby adopts a meeting tape and digital recording destruction procedure whereby all Southmont Borough audio and audio-visual tapes or digital files generated by the borough secretary for the purpose of generating written minutes of any public meeting 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 20th day of February 2023 by the Borough Council of Southmont Borough, Cambria County, Pennsylvania.

ATTEST:



Borough Secretary



Council President