

RESOLUTION NO. 1026

A RESOLUTION OF THE PENN TOWNSHIP BOARD OF COMMISSIONERS, YORK COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY FOR THE INTENDED USE AND DESTRUCTION OF THE AUDIO AND/OR VIDEO RECORDINGS OF THE PUBLIC MEETINGS OF PENN TOWNSHIP.

WHEREAS, the Board of Commissioners of Penn Township wishes to establish a policy for the use and destruction of the audio and/or video recordings of public meetings of Penn Township; and

WHEREAS, the Board of Commissioners of Penn Township intends to record its regular public meetings with the intent to use such recordings in the preparation of the minutes and following the approval of the minutes of the Board of Commissioners intends to dispose of such recordings.

NOW, THEREFORE, be it hereby **RESOLVED** that the Board of Commissioners of Penn Township, York County, Pennsylvania, establishes the following policy for the intended use and destruction audio and/or video recordings of the regular public meetings of Penn Township.

Section 1. Purpose. The purpose of this policy is to give the Board of Commissioners and Township staff a clear understanding of the intent behind recording the public meetings and direction of how long the audio and/or video recordings from the meetings should be maintained by the Township.

Section 2. Definitions.

Audio and/or video recording – Any audio and/or video recording includes tape, digital or any other means used for the purpose of creating minutes of the regular public meetings of Penn Township.

Section 3. Policy. The audio and/or video recordings are intended to be used in the preparation of the meeting minutes. The audio and/or video recordings are only intended to be maintained until the official meeting minutes are prepared and approved. The Township will maintain the recordings for no more than sixty (60) days after the minutes have been approved by the Board of Commissioners.

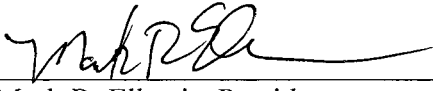
Section 4. Procedure. After sixty (60) days have lapsed from the approval of the minutes, it is the Board of Commissioners' intent to have the audio and/or video recording medium recorded over, erased, or destroyed.

Section 5. This Resolution shall neither obligate the Township to maintain audio and/or video recordings for any specific period of time, nor shall it guarantee the existence of any audio and/or video recordings of meetings of the Township. This Resolution is solely intended to provide guidance on the intended use and destruction of the recordings.

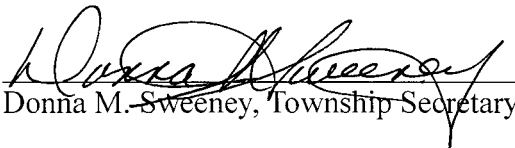
Section 6. All resolutions or parts of resolutions that are inconsistent herewith are hereby repealed.

RESOLVED AND ENACTED, this 19th day of February 2024.

Board of Commissioners of Penn Township

By: 
Mark R. Elksnis, President

Attest:


Donna M. Sweeney, Township Secretary