

**TULPEHOCKEN TOWNSHIP, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2017-9**

**POLICY FOR THE DISPOSAL OF ELECTRONIC TAPE RECORDINGS OF PUBLIC MEETINGS.**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF TULPEHOCKEN, BERKS COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY FOR THE DISPOSAL OF ELECTRONIC TAPE RECORDINGS OF PUBLIC MEETINGS OF THE BOARD OF SUPERVISORS AND PLANNING COMMISSION.**

WHEREAS, the Township Secretary, responsible appointed official, Township support staff utilize an electronic tape recorder to temporarily record the 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 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 official meeting minutes for the Board of Supervisors and Planning Commission,

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.

This Resolution shall become effective immediately.

IN WITNESS WHEREOF, the Board of Supervisors of Tulpehocken Township has adopted this Resolution in lawful session this 14<sup>th</sup> day of June, 2017.

BOARD OF SUPERVISORS OF  
TULPEHOCKEN TOWNSHIP,  
BERKS COUNTY, PENNSYLVANIA



By: Mary A. Webb  
Chairman

Richard A. Kramer  
Member

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Member

Attest: Christy Flaherty  
Secretary