

RESOLUTION NO. 02-2023-1

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MIDDLE SMITHFIELD TOWNSHIP, MONROE COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY FOR THE INTENDED USE AND DESTRUCTION OF THE AUDIO AND/OR VIDEO RECORDINGS OF THE MEETINGS OF THE BOARD OF SUPERVISORS.

WHEREAS, the Board of Supervisors of Middle Smithfield Township wishes to establish a policy for the use and destruction of the audio and/or video recordings of Middle Smithfield Township Board of Supervisors regular public meetings; and

WHEREAS, the Board of Supervisors of Middle Smithfield 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 the Board of Supervisors intends to dispose of such recordings.

NOW, THEREFORE, be it hereby **RESOLVED** that the Board of Supervisors of Middle Smithfield Township, Monroe County, Pennsylvania, establishes the following policy for the intended use and destruction of audio and/or video recordings of the regular public meetings of the Middle Smithfield Township Board of Supervisors:

Section 1. Purpose. The purpose of this policy is to give the Board of Supervisors and Township staff a clear understanding of the intent behind recording the Board of Supervisors' 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 the Board of Supervisors.

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 Supervisors.

Section 4. Procedure. After sixty (60) days have lapsed from the approval of the minutes, it is the Board of Supervisors' 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 Board of Supervisors. This Resolution is solely intended to provide guidance on the intended use and destruction of the recordings.

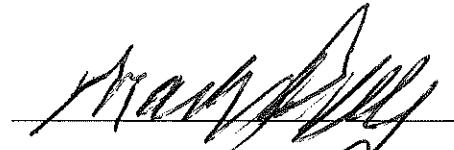
Section 6. All resolutions or parts of resolutions that are inconsistent herewith are hereby repealed.

SO RESOLVED, this 9th day of FEBRUARY, A.D., 2023.

MIDDLE SMITHFIELD TOWNSHIP
BOARD OF SUPERVISORS



Annette Atkinson, Chairperson



Mark Oney, Vice Chairperson

Attest: Michael J. Dwyer

Township Secretary



Michael J. Dwyer, Supervisor