

RESOLUTION NO. 13-05

**A RESOLUTION OF THE BOROUGH COUNCIL OF MILLERSBURG BOROUGH,
DAUPHIN COUNTY, PENNSYLVANIA,
SETTING AN OFFICIAL POLICY FOR AUDIO RECORDINGS**

WHEREAS, the Millersburg Borough Council intends to fully comply with Pennsylvania's Open Records and Sunshine laws; and

WHEREAS, the Borough Council recognizes the importance of creating an accurate set of meeting minutes; and

WHEREAS, it has recently come to the Borough's attention that there are questions regarding the legal status of audio recordings of public meetings; and

WHEREAS, the Borough has a long standing practice of recording meetings to assist the secretary in preparing the meeting minutes; and

WHEREAS, the Borough has been advised to set an official policy regarding audio recordings.

THEREFORE BE IT RESOLVED that the Millersburg Borough Council sets the following policies regarding audio recordings:

1. The Borough Secretary shall make an audio recording of all council meetings and workshops.
2. The Secretary may use the audio recordings to assist with the preparation of meeting minutes.
3. The Secretary shall retain audio recordings for 90 (ninety) days.
4. The Secretary shall retain audio recordings for longer periods of time if so directed by the Borough Council.
5. Unless otherwise directed by the Council or required to by a pending right to know request, the Secretary shall destroy audio recordings after 90 (ninety) days.
6. All audio recordings shall be considered an open record unless future state statute or judicial ruling changes the status of audio recordings.

DULY ADOPTED this 12th day of March, 2013 by the Millersburg Borough Council.

ATTEST:

MILLERSBURG BOROUGH COUNCIL

Ann Bowman Jackson
Secretary

Christy C. Ditz
President of Council

(S E A L)