BOROUGH,  
COUNTY, PENNSYLVANIA  

RESOLUTION R-_____

A RESOLUTION OF THE BOROUGH OF ____________, ____________ 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 3 of 2008, known as the Right to Know Law,  
on February 14, 2008; and

WHEREAS, by virtue of ____________ Borough, Resolution R-_______ adopted on the ___ day of  
____, 2017, ____________ Borough declared its intent to follow the schedules and procedures for the  
disposition of records as set forth in the Municipal Records Retention & Disposition Schedule, adopted  
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 ____________ wishes to simplify the process in documenting the  
destruction of meeting minute tapes and digital files:

BE IT THEREFORE RESOLVED that the Borough Council of ____________ hereby adopts a meeting tape  
and digital recording destruction procedure whereby all ____________ 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 ___ day of ________, 2017 by the Borough Council of  
___________, ____________ County, Pennsylvania.

ATTEST:

___________________________  
Secretary

___________________________  
President of Council