

**BOROUGH OF BLOOMFIELD
PERRY COUNTY, PENNSYLVANIA
RESOLUTION NO. 2021-08**

**A RESOLUTION OF THE BOROUGH OF BLOOMFIELD, PERRY 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 f 2008, known as the Right to Know Law, on February 14, 2008; and

WHEREAS, by virtue of Bloomfield Borough, Resolution #2021-08 adopted on the ____ day of _____, 2021, Bloomfield 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 Bloomfield Borough wishes to simplify the process in documenting the destruction of meeting minute tapes and digital files:

NOW THEREFORE, BE IT RESOLVED that the Borough Council of Bloomfield Borough hereby adopts a meeting tape and digital recording destruction procedure whereby all Bloomfield 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.

DULY ADOPTED, pursuant to the authority granted to the BOROUGH OF BLOOMFIELD under the laws of the Commonwealth of Pennsylvania in lawful session duly assembled on the ____ day of _____ 2021.

BOROUGH OF BLOOMFIELD

By: _____
President, Bloomfield Borough Council

ATTEST:

_____ (SEAL)
Borough Secretary

APPROVED this ____ day of October, 2021.

Mayor