



Newtown Township Policy

Title: Retention of Audio Recordings of Township Meetings

Policy: 2015-05	Replaces: New Policy	Issue Date: May 11, 2015
Section: Administration	Distribution: BOS, PUBLIC	Effective Date: May 12, 2015
Chapter: TBD	Issued By: Board of Supervisors	Review Date: May 12, 2017

Purpose:

The purpose of this policy is to give the Board of Supervisors and township staff a clear direction of how long audio recordings from Township meeting need to be maintained by the Township.

Definitions:

Audio recording: Any audio recording includes tape, digital or any other means used for the purpose of creating minutes of Township meetings.

Township Meeting: An elected or appointed body which is required to maintain minutes.

Policy:

The Township will follow the guidelines stipulated Municipal Records Manual Section AL-24 (2). The manual states that the recordings will be maintain until the official minutes are approved. The Township will maintain the recordings for 60 days after minutes have been approved by the appropriate body.

Procedure:

After 60 days have lapsed the recording medium will be erased or destroyed.

Responsibilities:

It will be the responsibility of the individual who takes the minutes to erase the recording medium once the time has lapsed.