

RESOLUTION NO. 782-19

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF MT. OLIVER, ALLEGHENY COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008, AS AMENDED ON JULY 23, 2009, AND AUTHORIZING AND DIRECTING THE DISPOSITION OF CERTAIN RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

WHEREAS, a Municipal Records manual was approved by said Committee on December 16, 2008 and subsequently amended on July 23, 2009; and

WHEREAS, the Borough of Mt. Oliver desires to dispose of records according to statutory requirements; 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.

NOW, THEREFORE, BE IT RESOLVED that the Council of the Borough of Mt. Oliver, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes and directs the disposition of the following records, provided they are not subject to litigation or a pending open records request:

1. Emails
 - a. All e-mail messages that have been printed out for inclusion into the Borough manual record-keeping system; and
 - b. All internally distributed duplicate copies of e-mail messages where the sender is retaining the official record copy; and
 - c. All e-mail messages made or received on Borough systems that have no connection to Borough business; and
 - d. All e-mail messages and attachments consisting of routine correspondence, program files and housekeeping records that have no further administrative value.

2. Meeting Audio Recordings & Notes

Borough Administrative and Subject Files consisting of tapes and notes made by the Borough Secretary or his/her designee of Borough Council agenda, regular and special meetings, to assist the Borough Secretary or his/her designee in preparing the official meeting minutes, including tapes and notes of (1) each meeting prior to the date of this resolution where the meeting minutes have been approved, and (2) each meeting occurring on or after the date of passage of this resolution, provided that the tapes and notes of each meeting are not to be disposed of until the minutes of that meeting are approved.

ATTEST:

BOROUGH OF MT. OLIVER



Manager

By: 

Council President