



HAMILTONBAN TOWNSHIP BOARD OF SUPERVISORS

23 CARROLLS TRACT ROAD • P.O. BOX 526

FAIRFIELD, PA 17320

(717) 642-8509

Fax (717) 642-9511

HAMILTONBAN TOWNSHIP RECORDS RETENTION POLICY FOR THE VOICE RECORDINGS OF PUBLIC MEETINGS

The Board of Supervisors of Hamiltonban Township has given consent for the use of voice recording devices by township secretaries and recorders during public meetings for the sole purpose of assisting said secretaries and recorders in the accuracy of transcription of the official meeting minutes.

It is the policy of Hamiltonban Township that each secretary or recorder shall transcribe meeting minutes, after the public meeting has been held, within the first seven days for which they have served as secretary or recorder of minutes. Once transcription of the meeting minutes has occurred, the secretary or recorder shall void the voice recording by erasure.

Voice recordings shall not be considered a public meeting official record. Therefore, voice recordings shall not be subject to duplication for the public.

Public meetings are duly advertised in accordance with the Second Class Township Code for public attendance. Announcement of the intention to voice record the meeting shall be made prior to the commencement of any proceedings.

Copies of the approved official written minutes of public meetings are made available to the public at their request. Approved minutes shall also be posted on the Hamiltonban Township Website at www.hamiltonban.com.

This policy is hereby adopted by the Board of Supervisors on the 7th day of July, 2009 by Resolution # 2009 -14