

**WILLISTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NUMBER 7 OF 2020

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
WILLISTOWN TOWNSHIP, CHESTER COUNTY, ESTABLISHING A
POLICY FOR THE MAKING, USE, AND DISPOSAL OF ELECTRONIC
TAPE RECORDINGS OF OPEN MEETINGS**

WHEREAS, the Township Secretary or responsible appointed official utilizes an electronic tape recorder to temporarily record the open meetings of each Township Board and Commission, excepting stenographically recorded public hearings;

WHEREAS, the temporary recordings of said meetings are utilized for the sole purpose of preparing the official written minutes of said meetings and official actions of each Board or Commission taken at said meetings in accordance with Section 706 of Pennsylvania's Sunshine Act;

WHEREAS, the meeting recordings do not constitute an official public record of said meetings and may be destroyed upon approval of the written meeting minutes of each Board or Commission;

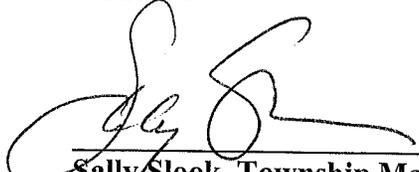
NOW THEREFORE, BE IT RESOLVED by the Board of Supervisors of Willistown Township, Chester County, that all electronic recordings of open meetings shall be used only to prepare official meeting minutes of the Boards and Commissions of the Township;

AND BE IT THEREFORE FURTHER RESOLVED that all electronic recordings of public meetings shall be destroyed by the Township Secretary or responsible appointed official upon final approval of the official written minutes by the Board or Commission.

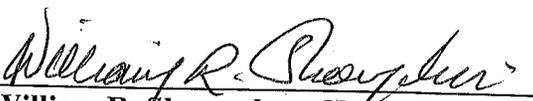
RESOLVED and ADOPTED this 27th of January 2020

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP,**

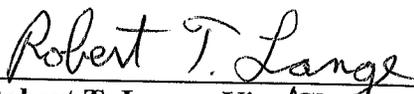
ATTEST:



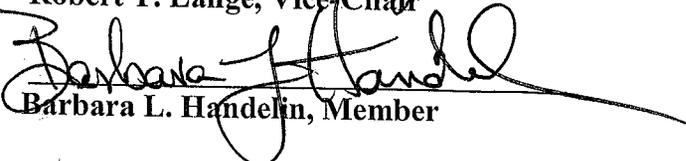
Sally Slook, Township Manager



William R. Shoemaker, Chair



Robert T. Lange, Vice-Chair



Barbara L. Handelin, Member