

RESOLUTION 2016- 12

A Resolution providing for the adoption of a policy for retention and timely destruction of audio and/or video recordings made by the City of Cherokee Village, Arkansas

WHEREAS, THE CITY COUNCIL of the City of Cherokee Village, Arkansas, makes an audio and/or video recording of the meetings of the City Council and the Planning and Zoning Commission for use in preparing the official minutes of such meetings; and

WHEREAS, THE CITY COUNCIL of the City of Cherokee Village, Arkansas, desires to adopt a written policy for the proper retention and disposal of such recordings.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Cherokee Village, Arkansas that:

Any audio and/or video recordings made of a meeting of the Planning and Zoning Commission or a meeting of the City Council of the City of Cherokee Village, Arkansas, shall be used to create official minutes of such meeting. After the minutes of any such meeting have been prepared and approved by the Commission or Council, the said recordings of the meeting shall be retained for a period of no less than 60 days from the date of the official approval of the prepared minutes. After this 60 day period, the said recordings may be disposed of or destroyed without notice.

Approved and adopted this the 15th day of September, 2016

Russell Stokes, Jr.
Russell Stokes, Jr., Mayor

Attest:

Stephanie Johnson
Stephanie Johnson, Clerk/Treasurer