

**Resolution No. 2021-08**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF COATESVILLE,  
CHESTER COUNTY, PENNSYLVANIA, ADOPTING A POLICY FOR  
ITS RECORDING OF PUBLIC MEETINGS.**

**BE IT RESOLVED**, by the Council of the City of Coatesville, and it is hereby ordained by the authority of the same as follows:

**WHEREAS**, the City of Coatesville (hereinafter the “City”) is a Home Rule Municipality operating by means of a home rule charter and the laws of the Commonwealth of Pennsylvania; and

**WHEREAS**, the Council of the City of Coatesville desires to utilize digital recording technologies to capture and broadcast online its meetings for the purpose of engaging the broadest possible audience of City constituents; and

**WHEREAS**, the Council of the City of Coatesville desires a consistent policy governing the use of this recording technology and the retention and disposal of the associated records; and

**NOW, THEREFORE, BE IT RESOLVED** that the Council for the City of Coatesville adopts the following policy:

**Public Meeting Recording Policy**

1. Applicability

This policy applies to the recordings of the Public Meetings made by the City of Coatesville staff using City-owned equipment, YouTube or ZOOM. This policy does not apply to recordings made by private parties.

2. Recording Policy

- 2.1. The City of Coatesville designates the City Manager, or his/her designee, as having the primary responsibility of ensuring the recordings of all public meetings of the Council, the posting of said recordings, and the retention of such recordings, pursuant to this policy.
- 2.2. Provided there are no staffing or technical limitations to the contrary, audio and/or video recordings may be made of all public meetings of the Council.
- 2.3. Provided there are no staffing or technical limitations to the contrary, recordings shall be posted by the City Manager or his or her designee on the City’s website within three business days of the conclusion of each public meeting for which a recording is made.
- 2.4. Recordings are not the official record of any of the Council’s public meetings. Any recording made of the Council’s public meetings shall not supersede or replace the approved minutes of said meeting as the official record of the meeting.
- 2.5. No recordings shall be made of any of the Council’s Executive Sessions.

**Resolution No. 2021-08**

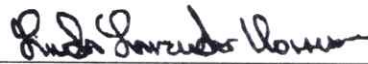
2.6 When the Council's meetings are held in-person and recorded, any attendee wishing to make public comments shall use the microphone provided by the City in order to capture such comment.

3. Record retention Policy

3.1 The City Manager of his/her designee shall ensure that all recording made pursuant to this policy shall be deleted from the City's website, local area network and any 3<sup>rd</sup> party hosting service to which the City has access and control two (2) weeks after the date on which the official minutes of such meeting are adopted by a majority vote of Council.

3.2 Recordings of public meetings used in the preparation of the official minutes shall be retained until the official minutes are approved.

**IN WITNESS WHEREOF**, the Council of the City of Coatesville has adopted and enacted this Resolution this 12<sup>th</sup> day of April, 2021.



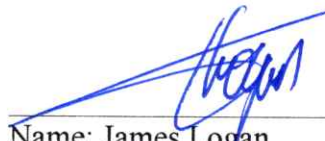
\_\_\_\_\_  
Linda Lavender-Norris, Council President

ATTEST:



\_\_\_\_\_  
James Logan, City Manager

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Resolution duly adopted at a regular meeting of City Council held on April 12, 2021 and recorded in the minutes as such.



\_\_\_\_\_  
Name: James Logan  
Title: City Manager