

RESOLUTION NO. 87-27

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE CONCERNING THE PRESERVATION OF TAPES OF PUBLIC MEETINGS AND WRITTEN MINUTES.

WHEREAS, by ARS Section 39-101 and 39-103 the Town is required to keep permanent public records on letter-size paper, and, by ARS Section 39-101.A.2 the departments, boards, commissions, and committees, as well as the council, must maintain such public records reasonably necessary or appropriate to show an accurate knowledge of their official activities, and be preserved as evidence of the organization, policies, decisions, operations, or other activities of government, and

WHEREAS, all records received or made by public officials are property of the State of Arizona under ARS Section 41-1347, and shall not be destroyed unless it is determined by the Department of Library, Archives, and Public Records that the record has no further administrative, legal, fiscal, research, or historical value, and

WHEREAS, it has been determined as a matter of law that tape recordings are an acceptable form of recording public meetings under ARS Section 38-424/434.01.B and, once written minutes are prepared and approved, the recordings need be kept only for such time as convenient (Attorney General Opinion I80-198).

NOW THEREFORE BE IT RESOLVED AND ORDERED BY THE MAYOR AND TOWN COUNCIL OF CAMP VERDE, YAVAPAI COUNTY, STATE OF ARIZONA:

Section 1. The written minutes of the council or any board, commission, or department shall be the official record of the transactions of that body once approved.

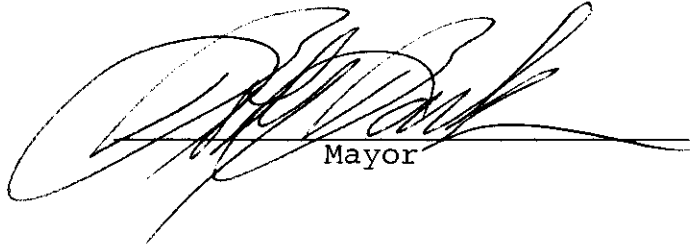
Section 2. Tape recordings of the meetings of any board, commission, department, and the council shall be made whenever possible as a back-up for the transcription

of written minutes.

Section 3. Tapes will be held for a period of five (5) years, then re-evaluated, in a secured off premise location.

Section 4. Written minutes, to be approved, must contain the information required in ARS Section 38-431.01.B (as amended) or as otherwise provided by law.

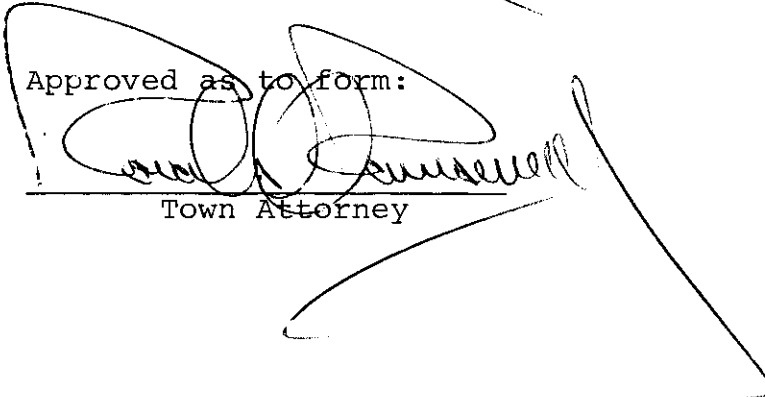
PASSED AND ADOPTED this 28<sup>th</sup> day of October, 1987.

  
Mayor

ATTEST:

  
Town Clerk

Approved as to form:

  
Town Attorney