

**Gregg Township Board of Supervisors
Resolution R-17-11
Disposition of Records**

A RESOLUTION OF GREGG TOWNSHIP, CENTRE COUNTY,
PENNSYLVANIA, SETTING FORTH RETENTION POLICIES FOR VIDEO
SURVEILLANCE RECORDS.

WHEREAS, Gregg Township, Centre County, Pennsylvania ("Township"), is a Pennsylvania second-class township that owns, operates, and maintains the Old Gregg School, which is located at 106 School Street, Spring Mills, Pennsylvania, 16875;

WHEREAS, video surveillance, when utilized with other security measures, is an effective means of ensuring the security and safety of the Old Gregg School, the individuals who use the Old Gregg School, and the assets housed within the Old Gregg School;

WHEREAS, the need to ensure security and safety must be balanced with an individual's right to privacy and comply with any and all applicable laws that impact the operations of the Township;

WHEREAS, the Township desires to enact a policy that ensures the adequate retention of video surveillance footage for the Old Gregg School;

NOW, THEREFORE, BE IT RESOLVED by the Gregg Township Board of Supervisors, as follows:

Section One: Records Management. The information collected through any video surveillance within or around the Old Gregg School shall be retained in accordance with any applicable system requirements (e.g. hard drive or DVD may be routinely re-written). If any video surveillance does not automatically rewrite, then such footage will be maintained one year. A record will be created from the information collected only for the purposes of conducting or aiding in an investigation pertaining to a safety, security issue, insurance claim, or where required by law. No other records will be created or retained.

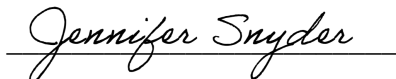
Section Two: Custody. The Township secretary shall maintain custody of all records created by video surveillance systems.

Section Three: Access. Only those having a legitimate need, as specified in Section One, to view the record will be given access. Anyone who is authorized to have access to any record created through video surveillance systems will be required to sign a written agreement regarding his or her duties, obligations, and responsibilities with respect to the use and disclosure of the record.

RESOLVED and ADOPTED on this 9th day of November, 2017.

GREGG TOWNSHIP:

Attest:



Joel C Myers

Joel C. Myers, Chairman

Douglass P. Bierly

Douglas P. Bierly

Charles W. Stover

Charles W. Stover