

THE DAUPHIN COUNTY TAX COLLECTION COMMITTEE

RESOLUTION NO. 1-2010

A RESOLUTION OF THE DAUPHIN COUNTY TAX COLLECTION COMMITTEE DECLARING ITS INTENTION TO FOLLOW THE DISPOSITION SCHEDULES FOR PUBLIC RECORDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.

WHEREAS, the Dauphin County Tax Collection Committee (Committee) governs the Dauphin County Tax Collection District (District), the body established in Dauphin County, Commonwealth of Pennsylvania, under the Local Tax Enabling Act for purpose of collecting income taxes; and

WHEREAS, on February 14, 2008, Governor Edward G. Rendell signed Senate Bill No. 1 (Printer's No. 1763), which is known and referred to as the new Right-to-Know Law; and

WHEREAS, Section 507 of the new Right-to-Know Law specifically provides that "[n]othing in this act shall be construed to modify, rescind or supersede any record retention policy or disposition schedule of any agency established pursuant to law, regulation, policy or other directive[.]" 65 P.S. § 67.507; and

WHEREAS, the Committee is a local agency for purposes of the new Right-to-Know Law; and

WHEREAS, the Local Government Records Committee approved a new Municipal Records Manual ("Manual") on December 16, 2008 which, among other matters, establishes policy and guidelines for the management of electronic records, including electronic mail (e-mail) systems; and

WHEREAS, in order to facilitate compliance with the new Right-to-Know Law, the Committee wishes to declare its intention to abide by the Municipal Records Act and follow the schedules and regulations for the disposition of public records promulgated by the Local Government Records Committee, including the Manual.

NOW, THEREFORE, be it resolved by the Dauphin County Tax Collection Committee, as follows:

1. The District shall follow the Manual and all other relevant schedules and regulations concerning the disposition of public records promulgated by the Local Government Records Committee.
2. In consultation with the Committee's Solicitor, the Open Records Officer shall oversee a review of the District's public records and (s)he shall, from time to time, make recommendations to the Committee concerning the disposition of such public records.

3. No public records of the District shall be disposed of without approval, by resolution, of the Committee.
4. This Resolution was duly adopted by a motion of the Committee.

ATTEST:

DAUPHIN COUNTY
TAX COLLECTION COMMITTEE



Kaye Thoma, Secretary

By: 

August Memmi, Chairperson