

RESOLUTION NO. 35 OF 2015

Moved by: Wanda R. D. Williams

A Resolution requesting the Pennsylvania Historic Museum Commission to adopt regulations permitting Counties and Municipalities to use digital media to retain permanent records, to draft regulations that are similar to those approved by the National Archives and Records Administration ("NARA"), eliminate the requirement for Counties and Municipalities to use both microfilm and digital media for document retention, and update the regulations pertaining to the retention of certain permanent records.

**WHEREAS**, the Pennsylvania Legislature passed Senate Bill 1204-2002, amending the act of May 9, 1949 (P.L.908, No.250), to include the use of digital imaging for State and Municipal records retention in accordance with standards, policies and procedures for the creation, maintenance, transmission or reproduction of images of records approved by the Pennsylvania Historic Museum Commission ("PHMC"); and

**WHEREAS**, while the PHMC allows the use of digital imaging for the retention of temporary records, the PHMC still requires Counties and Municipalities to use microfilm and other non-digital media to retain permanent records; and

**WHEREAS**, the digital imaging will free up storage space, will make documents more accessible and discoverable, provide a more affordable alternative to required document retention, and place records at the fingertips of the public and governmental employees; and

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED**, that the Council of the City of Harrisburg respectfully requests that the PHMC adopt regulations permitting Counties and Municipalities to use digital media to retain permanent records, to draft regulations that are similar to those approved by NARA, eliminate the requirement for Counties and Municipalities to use both microfilm and digital media for document retention, and update the regulations pertaining to the retention of certain permanent records.

I second this resolution



President and City Council  
 [Redacted] 1975  
 [Signature] R. W. Williams  
 President of City Council  
 [Signature]  
 City Clerk

YEAS	NAYS
✓	
✓	
✓	
✓	
✓	
✓	
Yeas _____	
Nays _____	

Approved

INTER

**MEMO**

OFFICE


To: HARRISBURG CITY COUNCIL  
From: Kirk Petroski, City Clerk  
LEGISLATIVE APPROVAL FORM

Date: 4/9/15

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2015 RESOLUTION NO. 35-2015

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

 \_\_\_\_\_ 4/9/15 \_\_\_\_\_  
Deputy City Solicitor Date

Requested by Department/Bureau: President of City Council  
Department/Bureau Contact Person: President Williams

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

\_\_\_\_\_  
Received by:  \_\_\_\_\_ Date: 4/10/15