

RESOLUTION 2015-03-12

A RESOLUTION OF THE COLLIER TOWNSHIP MUNICIPAL AUTHORITY
FORMALLY CONFIRMING THE POLICY OF THE MUNICIPAL AUTHORITY
WITH REGARD TO E-MAIL RETENTION.

The Collier Township Municipal Authority, at a publicly held meeting on the 11th day of December, 2014, formally confirmed the past and future practices of the Municipal Authority with regard to the retention of e-mails received and/or transmitted by the Collier Township Municipal Authority, its Board members, engineer and solicitor.

After a comprehensive investigation, it has been determined and verified that the computerized system in place within the offices of the Collier Township Municipal Authority did not, and has never, backed up e-mails in the system.

It has been the policy of the Collier Township Municipal Authority to treat e-mails sent and received as transitory items of information similar to, and identical to, telephone calls, which are not, and have never been, recorded. The Municipal Authority specifically desires and has, by a unanimous vote of those members present at the above-listed meeting, directed that it has been the past policy and in the future policy of the Municipal Authority not to maintain e-mails sent or received, as they are considered to be transitory and of no permanent record-keeping necessity.

The Municipal Authority staff may, for a very limited time, make copies of, or maintain, e-mails related to billing issues and retain the same for the limited period of time during which the billing issues are considered and resolved.

Once the billing issues are resolved, there is no need for the Municipal Authority to maintain any e-mail records as permanent records of the Collier Township Municipal Authority. The billing records ordinarily consist of data documents received from an Authority customer, Pennsylvania American Water Company, and/or ALCOSAN and are resolved by office administrative authority, or by specific action taken by the Collier Township Municipal Authority Board members at a public meeting.

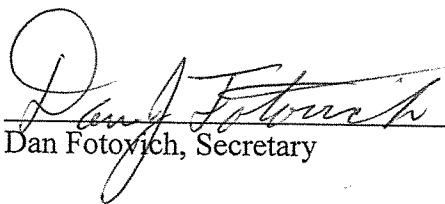
This Resolution is therefore being adopted to clarify, establish and verify that, historically, no system existed for the backup and/or maintenance of e-mails and it is the intent and direction of the Authority to continue this practice and policy as it relates to e-mail retention and backups storage of e-mails.

Formally considered and adopted this 12th day of March, 2015.

COLLIER TOWNSHIP MUNICIPAL AUTHORITY



Daniel Oberleitner, Chairman



Dan Fotoyich, Secretary