

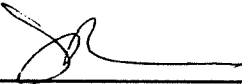
TOWN OF SWANSBORO

ADMINISTRATIVE POLICY--NO. 3  
KEEPING OF MEETING TAPES

The Town Manager and Town Clerk realize the importance of accurate record keeping for the various Town Boards to assist in the overall management of these Boards in regard to legal and public information.

Therefore, it shall be the Administrative Policy of the Clerk that all tapes of all meetings shall be kept until the appeal process for said meeting has passed. (Thirty (30) Days) Henceforth, from this date forward, tape recordings of all meetings will be maintained in the Clerk's office for thirty (30) days from the date of the meeting. In the event of an appeal of any case, tapes will be kept until after the settlement of such appeal. Under no instance, will tapes of a case under appeal be erased or re-used.

APPROVED BY THE TOWN MANAGER THIS 25TH DAY OF MAY, 1995.



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William E. Price  
Town Manager