

**Town of Riverdale Park  
Resolution 2007-R-xx**

**Publishing and Archiving Electronic Documents**

WHEREAS, Publication of government documents in electronic format improves transparency and encourages citizen participation by increasing the availability of information; and

WHEREAS, Greater availability of information in electronic form would increase the effectiveness of this Body; and

WHEREAS, Electronic documents archived in proprietary formats are susceptible to loss; and

WHEREAS, Portable Document Format A (PDF/A) has been approved by International Organization for Standardization (ISO) as an electronic document format for long-term electronic archiving (ISO 19005-1); and

WHEREAS, PDF/A has been adopted as an official archival format by the National Archives and the Library of Congress; and

WHEREAS, Software to read PDF/A is available at no cost; now therefore be it

RESOLVED, That any documents created by the Town of Riverdale Park and provided to members of the Town Council, or to the public, shall be made available in electronic format and archived in electronic format, in addition to any other published or archived formats.

Documents intended for individual citizens, such as correspondence, and documents intended for small groups of citizens, such as temporary no-parking signs, are not covered by this resolution. Documents that exist solely as web pages are not covered by this resolution.

Documents intended for an entire Ward of the Town of Riverdale Park, or any group of citizens larger than one Ward of the Town of Riverdale Park, are covered by this resolution, unless excepted above.

Documents provided to one or more members of the Town Council are covered by this resolution if such documents are created by the Town of Riverdale Park. Such documents include, but are not limited to:

- (i) the Code and Charter of Riverdale Park,
- (ii) all documents referenced and incorporated in the Code,
- (ii) financial reports and monthly cash statements,
- (iii) public safety reports generated by the Police Department,
- (iv) code enforcement reports,
- (v) meeting agendas, and
- (vi) meeting minutes

Electronic documents shall always be made available and archived in original, editable format as well as an open, archival format. Original, editable formats include Microsoft Word Document and Microsoft Excel Workbook. PDF/A is the preferred archival format for Riverdale Park. Other designated archival formats are

ASCII Text,  
UTF-8 Text, and  
HTML.

If an original document is created in a designated archival format, then a single copy of that document is sufficient.