

RESOLUTION NO. 1029

A RESOLUTION AUTHORIZING THE DISPOSITION OF MUNICIPAL RECORDS IN ACCORDANCE WITH THE HISTORICAL AND MUSEUM COMMISSION ACT 428 OF 1968.

WHEREAS, the Board of Commissioners of Penn Township, York County, Pennsylvania declares its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, as amended March 28, 2019.

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968, and empowered thereby to make rules and regulations for records and disposition. The Municipal Records Manual was approved by said Committee on December 16, 2008, as amended March 28, 2019; and

NOW, THEREFORE, BE IT RESOLVED, it is the desire of the Penn Township Board of Commissioners to retain records of the Township so long as it is necessary to do so without unduly burdening the Township storage facilities with non-essential records.

BE IT FURTHER RESOLVED, that Penn Township, York County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Purchase Orders (Police)	2016
Police Incident Reports	2018, 2019
Solicitation Permits	2019
Patrol Logs	2019
Accident Reports	2017, 2018
Traffic Citations	2017, 2018, 2019
Parking tickets, faulty cards, warning notices, red tags (illegally Parked vehicles)	2018, 2019
Court Hearing attendance form	2019
Accreditation/Re-accreditation Documents	2015 and prior
Court Dispositions	2019
PA DOT Registration & Driver's License Return Receipts	2018 and prior
Tax Collectors Return Sheets (Uncollected Real Estate Tax)	2016 and prior
Balance Sheets (Account Balance Reports)	2016
Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)	2014, 2015, 2016
Exoneration Certificates Issued to Tax Collector	2014, 2015, 2016
Enumeration Reports and Correspondence	2014, 2015, 2016
Account Distribution Summaries (Treasurer's Reports)	2014, 2015, 2016
Refund and Exoneration Files Issued by Tax Collector	2014, 2015, 2016
Tax Certification	2014, 2015, 2016
Real Estate Transfer Records	2014, 2015, 2016
Tax Bills, Paid Receipts (Municipal, County, School District)	2014, 2015, 2016
Tax Duplicates	2014, 2015, 2016
Bank Statements and Reconciliations	2016
Cancelled Checks.	2016 and prior

Check Registers	2016
Deposit slips	2016 and prior
Local Services Tax Emergency Municipal Service Tax Records	2014
Employee Event Forms	2016
Sewer Billing Finals	2016
Invoices, Checks, PO's Receipts, Bank Statements	2016
Yard Sale Permits	2016
Budgetary, Vendor, Check Registry	2016
Sewer Billing Journals, Stubs	2016
Payroll Checks	2016
Payroll records (registers, timecards, reports)	2016
Ethics Commission Statements and Financial Interest	2016

RESOLVED AND ENACTED this 18th day of March 2024.

Board of Commissioners of Penn Township

By: _____


Mark R. Elksnis, President

Attest: _____


Donna M. Sweeney, Township Secretary

