

RESOLUTION NO. 909

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 July 16, 1993.

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 July 16, 1993; 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:

1992 to 2013	Certified driving records and registrations
2002 and 2004	Testing/eligibility records
2005 to 2012	Seized operator license receipts
2012 and older	Criminal Histories
2012	Incident Reports
2012	Destroyed evidence tags
2012	Traffic citations
2012	Accidents
2014	Officer's court appearance records
2015	Faulty equipment cards
2015	Parking tickets
2015	Red tags
2015	Work orders
2015	Warnings
1993 to 2006	Occupational Privilege Tax Records and related files
1993 to 2006	Per Capita Tax Records and related files
1993 to 2006	Tax Certifications
1993 to 2006	Real Estate Transfer Records
1993 to 2006	Tax Bills, Paid Receipts, (Municipal, County, School District)
1993 to 2006	Tax Duplicates
1993 to 2006	Bank Statements and Reconciliation
1993 to 2006	Cancelled Checks

1993 to 2006  
1993 to 2006

Check Registers  
Deposit Slips

RESOLVED AND ENACTED this 19<sup>th</sup> day of March 2018.

Board of Commissioners of Penn Township

By: Raymond M. Van de Castle  
Raymond M. Van de Castle, President

Attest: Angela M. Hallett  
Angela M. Hallett, Township Secretary

