

RESOLUTION NO. 966

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.

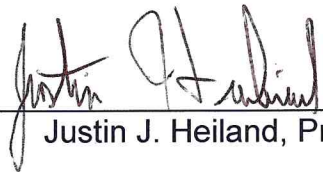
BE IT FURTHER RESOLVED, that Penn Township, York County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

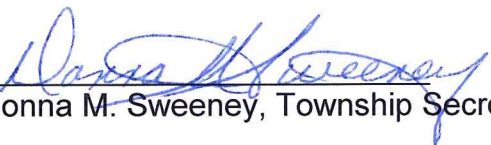
2010-2013	MDJ Disposition Forms
2009-2015	Right to know Requests (Municipal and Police)
2018	Expired Alarm Permits
2017-2018	UCR Reports
2015	Incident Reports, Accident Reports, and Traffic Citations
2006-2018	Expunged Property and Evidence Records
2011	Warrants
2011	Tax Collectors Return Sheets (Uncollected Real Estate Tax)
2011	Balance Sheets (Account Balance Reports)
2011	Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)
2011	Exoneration Certificates Issued to Tax Collector
2011	Enumeration Reports and Correspondence
2011	Account Distribution Summaries (Treasurer's Reports)
2011	Refund and Exoneration Files Issued by Tax Collector
2011	Tax Certification
2011	Real Estate Transfer Records
2011	Tax Bills, Paid Receipts (Municipal, County, School District)
2011	Tax Duplicates
2011	Bank Statements and Reconciliations

2011 Cancelled Checks.  
2011 Check Registers  
2011 Deposit slips  
2011 Local Services Tax Emergency Municipal Service Tax  
Records

RESOLVED AND ENACTED this 15<sup>th</sup> day of February, 2021.

Board of Commissioners of Penn Township

By:   
Justin J. Heiland, President

Attest:   
Donna M. Sweeney, Township Secretary

