

RESOLUTION NO. 983

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	2012-2013
Incident Reports, Accident Reports, Traffic Citations	2016
Faulty Cards, Warning Cards, Red Tags, and Work Orders	2017
Daily Log Reports	2017
Daily Log Reports	2018
Solicitation Permits	2018
Warrants	2000-2010
Tax Collectors Return Sheets (Uncollected Real Estate Tax)	2012
Balance Sheets (Account Balance Reports)	2012
Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)	2012
Exoneration Certificates Issued to Tax Collector	2012
Enumeration Reports and Correspondence	2012
Account Distribution Summaries (Treasurer's Reports)	2012
Refund and Exoneration Files Issued by Tax Collector	2012
Tax Certification	2012
Real Estate Transfer Records	2012
Tax Bills, Paid Receipts (Municipal, County, School District)	2012
Tax Duplicates	2012
Bank Statements and Reconciliations	2012
Cancelled Checks.	2012
Check Registers	2012

Deposit slips	2012
Local Services Tax Emergency Municipal Service Tax Records	2012
Employee Event Forms	2000-2010
Sewer Billing Finals	1997-2010
Invoices, Checks, PO's Receipts, Bank Statements	2002-2010
Yard Sale Permits	2002-2010
Budgetary, Vendor, Check Registry	1999-2009
Warrants	1999-2009
Sewer Billing Journals, Stubs	2001-2010
Payroll Checks	2000-2010
Payroll records (registers, time cards, reports)	2000-2010
WWTP Sewer Budget Files	1993 -2008
WWTP Laboratory Results	2007-2010
WWTP Purchase Orders, Invoices	1993-2010
WWTP Pumping Station Log Sheets	1987-2010
WWTP Daily Time Sheets	2006-2011
WWTP Chain of Custody Sheets	1993-2010
WWTP Industrial Pretreatment Files	1991-2010
WWTP Industrial Lab Results	2006-2009
Recycling Vendor Receipts	1995-2008
Monthly Recycling Drop-Off Reports	2001-2007
Recycling Metal Collection Records	2009-2010

RESOLVED AND ENACTED this 21<sup>st</sup> day of February 2022.

Board of Commissioners of Penn Township

By: Michael G. Brown  
Michael G. Brown, President

Attest: Donna M. Sweeney  
Donna M. Sweeney, Township Secretary

