

RESOLUTION NO. 789

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:

WWTP Laboratory Results	1965-1985
WWTP Purchase Orders, Invoices	1982-1987
WWTP Purchase Order Control Sheets	1979-1986
WWTP Monthly Plant Reports	1971-1991
WWTP Industrial Waste Reports	1986-1990
WWTP Industry Pretreatment Test Results	1999-2001
WWTP Septage Manifests	1994-1997
WWTP Septic Hauler Reports	1994-2001
WWTP Solids Handling Cost Reports	1991-2005
WWTP Sludge Disposal Reports	1972-1976
WWTP Daily Time Sheets	2001-2006
Bank Statements, Cancelled Checks	2001-2002
G.F. Billing Register, Monthly Reports	2001-2002
Investment Reports	1999-2003
W-4's, I-9's, Direct Deposit Forms, Employee Event Forms For Terminated Employees	
Employee OPT/LST Forms	2003-2007
Payroll Reports, Time Sheets/Cards	1992-2001
PC/OC Tax exoneration requests	2001
OPT Tax Audits	1988-1997
Joint Material Bid Results	1977-1992
Fire Company/Ambulance Financial Statements	1994-2005

RESOLVED AND ENACTED this 18th day of June 2012.

Board of Commissioners of Penn Township

By: 

Wendell S. Felix, President

Attest: 

Kristina J. Rodgers, Township Secretary