

RESOLUTION NO. 1050

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.

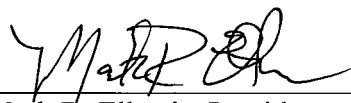
BE IT FURTHER RESOLVED, that Penn Township, York County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

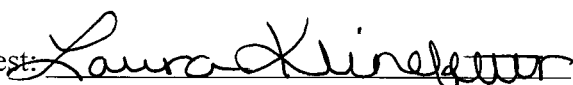
Purchase Orders (Police)	2017
Police Incident Reports	2020
Solicitation Permits	2020
Patrol Logs	2020,2021
Accident Reports	2019
Traffic Citations	2019
Parking tickets, faulty cards, warning notices, red tags (illegally Parked vehicles)	2020,2021
Court Hearing attendance form	2020,2021
Accreditation/Re-accreditation Documents	2016 and prior
Court Dispositions	2020
PA DOT Registration & Driver's License Return Receipts	2019 and prior
Tax Collectors Return Sheets (Uncollected Real Estate Tax)	2017 and prior
Balance Sheets (Account Balance Reports)	2017
Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)	2017
Exoneration Certificates Issued to Tax Collector	2017
Enumeration Reports and Correspondence	2017
Account Distribution Summaries (Treasurer's Reports)	2017
Refund and Exoneration Files Issued by Tax Collector	2017
Tax Certification	2017
Real Estate Transfer Records	2017
Tax Bills, Paid Receipts (Municipal, County, School District)	2017
Tax Duplicates	2017
Bank Statements and Reconciliations	2017
Cancelled Checks.	2017 and prior

Check Registers	2017
Deposit slips	2017 and prior
Local Services Tax Emergency Municipal Service Tax Records	2017
Employee Event Forms	2017
Sewer Billing Finals	2017
Invoices, Checks, PO's Receipts, Bank Statements	2017
Yard Sale Permits	2019 and prior
Budgetary, Vendor, Check Registry	2017
Sewer Billing Journals, Stubs	2017
Payroll Checks	2017
Payroll records (registers, timecards, reports)	2017
Ethics Commission Statements and Financial Interest	2019
Septic Permits	2012 and prior
Crown Cork & Seal Information	1999 and prior
Pretreatment Reports	2013 and prior
Quarterly Industry Billing	2000 and prior
Risk Management Plan	2000 and prior
Biosolids Documents/Lab Analysis/Scale Tickets	2009 and prior
Cintas Information	2012 and prior
West Manheim EDU & Billing	2014 and prior
Penn Vest	2000 and prior

RESOLVED AND ENACTED this 17th day of March 2025.

Board of Commissioners of Penn Township

By: 
 Mark R. Elksnis, President

Attest: 
 Laura Klinefelter, Township Secretary