

RESOLUTION NO. 1073

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)	2018
Police Incident Reports	2022
Parking tickets, faulty cards, warning notices, red tags (illegally Parked vehicles)	2022
Traffic Citations	2022
Accident Reports	2022
Faulty Equipment Cards	2022
Tax Collectors Return Sheets (Uncollected Real Estate Tax)	2018
Balance Sheets (Account Balance Reports)	2018
Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)	2018
Exoneration Certificates Issued to Tax Collector	2018
Enumeration Reports and Correspondence	2018
Account Distribution Summaries (Treasurer's Reports)	2018
Refund and Exoneration Files Issued by Tax Collector	2018
Tax Certification	2018
Real Estate Transfer Records	2018
Tax Bills, Paid Receipts (Municipal, County, School District)	2018
Tax Duplicates	2018
Bank Statements and Reconciliations	2018
Cancelled Checks.	2018
Check Registers	2018
Deposit slips	2018
Local Services Tax Emergency Municipal Service Tax Records	2018
Employee Event Forms	2018
Sewer Billing Finals	2018
Invoices, Checks, PO's Receipts, Bank Statements	2018