

RESOLUTION NO. 890

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:

2010-2011	Traffic Citations
2010-2011	Accidents
2010-2011	Incident Reports
2013-2014	Warnings/Faulty equipment cards, parking tickets and abandoned vehicle tags
2013	Work Reports
2014	Officer's daily reports and car inspection reports
	Miscellaneous and outdated files from the Chief's office
	Old, outdated card file cards and mugshots.

RESOLVED AND ENACTED this 20<sup>th</sup> day of March 2017.

Board of Commissioners of Penn Township

By: Phillip W. Heilman  
Phillip W. Heilman, President

Attest: Angela M. Hallett  
Angela M. Hallett, Township Secretary