

RESOLUTION NO. 956

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.

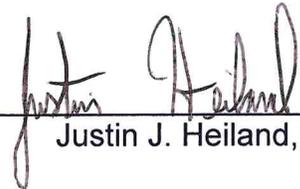
BE IT FURTHER RESOLVED, that Penn Township, York County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

2009-2011	Purchase Orders
2014	Accident Reports
2014	Traffic Citations
2014	Incident Repots
2015-2016	Patrol Daily Logs
2017-prior	Supervisor Incident Log
1989 to 1993	Tax Duplicates and Interim Taxes
2007 to 2010	Amusement Tax Records and related files
	Blooming Grove Water District Tax
	Countryside Water District Tax
2007 to 2010	Warrants
2007 to 2010	Tax Collectors Return Sheets (Uncollected Real Estate Tax)
2007 to 2010	Balance Sheets (Account Balance Reports)
2007 to 2010	Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)
2007 to 2010	Exoneration Certificates Issued to Tax Collector
2007 to 2010	Enumeration Reports and Correspondence
2007 to 2010	Account Distribution Summaries (Treasurer's Reports)
2007 to 2010	Refund and Exoneration Files Issued by Tax Collector
2007 to 2010	Tax Certification

2007 to 2010	Real Estate Transfer Records
2007 to 2010	Tax Bills, Paid Receipts (Municipal, County, School District)
2007 to 2010	Tax Duplicates
2007 to 2010	Bank Statements and Reconciliations
2007 to 2010	Cancelled Checks.
2007 to 2010	Check Registers
2007 to 2010	Deposit slips
2005 to 2010	Local Services Tax Emergency Municipal Service Tax Records

RESOLVED AND ENACTED this 17th day of February, 2020.

Board of Commissioners of Penn Township

By: 
Justin J. Heiland, President

Attest: 
Donna M. Sweeney, Township Secretary

