

RESOLUTION NO. 1002

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)	2014-2015 and prior
Police Incident Reports	2017 and prior
Warrants	2012 and prior
Tax Collectors Return Sheets (Uncollected Real Estate Tax)	2013 and prior
Balance Sheets (Account Balance Reports)	2013 and prior
Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)	2013
Exoneration Certificates Issued to Tax Collector	2013
Enumeration Reports and Correspondence	2013
Account Distribution Summaries (Treasurer's Reports)	2013
Refund and Exoneration Files Issued by Tax Collector	2013
Tax Certification	2013
Real Estate Transfer Records	2013
Tax Bills, Paid Receipts (Municipal, County, School District)	2013
Tax Duplicates	2013
Bank Statements and Reconciliations	2015 and prior
Cancelled Checks.	2015 and prior
Check Registers	2013
Deposit slips	2015 and prior
Local Services Tax Emergency Municipal Service Tax Records	2013

Employee Event Forms	2011
Sewer Billing Finals	2011
Invoices, Checks, PO's Receipts, Bank Statements	2011
Yard Sale Permits	2011
Budgetary, Vendor, Check Registry	2010
Warrants	2010
Sewer Billing Journals, Stubs	2011
Payroll Checks	2011
Payroll records (registers, time cards, reports)	2011
Ethics Commission Statements and Financial Interest	2016 and prior
WWTP Purchase Orders, Invoices	1990-2000
WWTP Industrial Pretreatment Files	1986-1994, 2004-2008
Vendor Information	1991-2000
Recycling Drop-Off Reports	2000-2006
DEP Correspondence	1992-1999
Septic Manifest	1998-2011
EPA Audits	1994-1997
EPA Compliance Inspections	1993
Refuse Bag Bids	1991-1999
Flow Exchange and I & I Study	1976
Sludge Cost	1979-1991
Synagro Annual Report	1997-2004
NPDES Permit info	Prior to 2005
Chapter 94 Reports	Prior to 2013
Wet Testing	Prior to 2012
CCTV analysis	2000-2010
NPDES Permit Amendment	2006
Haulers	1999-2008
Solids Handling Cost Sheets	1998-2008
CPWQA Project	2007
Lab Reports	1996-2000
Salt Project	2000
Waste Management Files	2003
Shed Replacement	2005
Solid Waste Reports	1998-2007
Electronic Recycle	2004-2008
York County Tire Project	2000-2003
Christmas Wrap Project	1999-2006
Solids Waste Study	2000-2004
Spring Cleanup	1998-2002
Textile Recycling	2000-2005
Newsletter	2000-2008
CFL Bulb Disposal	2008

Refuse Bids
Refuse Bag Cost Analysis
WWTP NPDES Reports

1991-2010
2000-2009
Prior to 2012

RESOLVED AND ENACTED this 20th day of March 2023.

Board of Commissioners of Penn Township

By: Michael G. Brown
Michael G. Brown, President

Attest: Donna M. Sweeney
Donna M. Sweeney, Township Secretary

