

RESOLUTION NO. 1006

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:

Accounts Payable Files and Ledgers	Prior 2015
Accounts Receivable Files and Ledgers	Prior 2015
Bank Statements, Reconciliations and Cancelled Checks	Prior 2015
Check Registers	Prior 2015
Deposit slips	Prior 2015
Investment Records	Prior 2015
Purchase Orders	Prior 2015
Voucher Files	Prior 2015
Liquid Fuel Tax Records	Prior 2010
Yard Sale Permits	Prior 2015
Plumbing licenses	Prior 2015
Public Meeting/Hearing Notices and Proof of Publications	Prior 2010
Payroll Checks	Prior 2010
W-4's, I-9's, Direct Deposit Forms, Employee Event	
Forms For Terminated Employees	Prior 2015
Payroll Earnings and Deductions registers	Prior 2010
Quarterly Returns of withholding Federal Tax	Prior 2010
Quarterly Statements of State and Local Taxes withheld	Prior 2010
Time cards and Attendance Records	Prior 2010
Labor Negotiations Files	Prior 2010
Union grievances	Prior 2010
Employee OPT/LST Forms	Prior 2015
PC/OC Tax exoneration requests	Prior 2015
OPT Tax Audits	Prior 2015
Joint Material Bid Results	Prior 2010
Sewer billing journals and stubs, sewer billing finals	Prior 2010

RESOLVED AND ENACTED this 15th day of May 2023.

Board of Commissioners of Penn Township

By: 
Michael G. Brown, President

Attest:


Donna M. Sweeney, Township Secretary