

RESOLUTION NO. 869

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:

1975-1978	Accident report cards
1995-1996	False alarm report incidents
1996-2008	Calibration records
2000-2008	Permits
2003-2008	Use of Force Reports
2005-2008	NCIC validations
2008-2012	UCR Reports
2009	Permits
2009	Citations
2009	Case files-summary
2009	D.J. Dispositions
2010	Court attendance
2012	Officer vacation, comp. time, sick, overtime reports
2012	Court attendance
2012	Warnings, faulty cards, red tags, parking tickets
2012	Officer daily activity logs
2013	Daily logs
	Old general report cards

RESOLVED AND ENACTED this 18<sup>th</sup> day of April 2016.

Board of Commissioners of Penn Township

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

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