

**BOROUGH OF NEWBURG
RESOLUTION NO. 2020-006**

**A RESOLUTION OF THE BOROUGH COUNCIL FOR THE BOROUGH OF
NEWBURG, CUIMBERLAND COUNTY, PENNSYLVANIA, DECLARING ITS INTENT
TO FOLLOW THE MUNICIPAL RECORDS SCHEDULE**

WHEREAS, the Borough Council for the Borough of Newburg declares it's intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual; and,

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and,

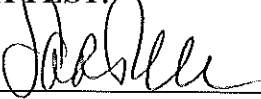
WHEREAS, the the Municipal Records Manual was approved by said committee on December 16, 2008; and,

WHEREAS, the Borough of Newburg desires to dispose of records according to statutory requirements; and,

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Newburg, Cumberland County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records manual approved on December 16, 2008.

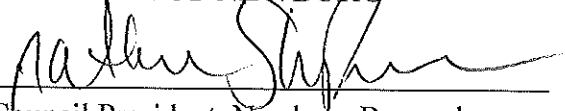
Adopted at a public meeting of the Borough Council for the Borough of Newburg, held this day of January 6, 2020.

ATTEST:



Secretary

BOROUGH OF NEWBURG



Council President, Newburg Borough

Records for Disposition 1/6/2020

Account Distribution Summaries (Treasurer's Report) – year end records prior to 2012; monthly records prior to 2016

Accounts Payable Files and Ledgers – prior to 2012

Accounts Receivable Files and Ledgers – prior to 2012

Bank Statements and Reconciliations – prior to 2012

Cancelled Checks – prior to 2012

Check Registers – prior to 2012

Deposit Slips – prior to 2012

Investment Records -prior to 2013

Complaints, Citations, Notices of Violations, and Investigations – retain 3 years after final disposition 2015

Bill of Taxes – prior to 2017

Certifications for Taxes Paid on Real Estate – prior to 2017

Change of Address Records – prior to 2017

Delinquent Tax Collection Records (non real estate) - (1 year after paid) prior to 2017

Exoneration Certificates Issued to Tax Collector – prior to 2014

General and Special Tax Ledgers and Related Records (real estate, per capita, occupation, emergency, municipal services, earned income, amusement, local taxes)– prior to 2012

Public Utility Realty Report – prior to 2012

Tax Bills, Paid Receipts – prior to 2017

Tax Collector's Monthly Report to Taxing Districts – prior to 2012

Tax “Duplicates” (Real Estate and Non-Real Estate) – prior to 2012 (payments)

Bonds, Performance and Security (employee and contractor) – expiration prior to 2013

Oaths of Municipal Officials – prior to 2013

Notices of Violation of Municipal Ordinance - 30 days after issue is settled or resolved – resolved prior to 2016 Zoning (3 years)

Permits and Licenses - expiration prior to 2016

Petitions – prior to 2014 (not resulting in an ordinance or charter change) change in ordinance or charter retain

Public Meeting/Hearing Notices and Proof of Publication – prior to 2009

Right To Know Request – prior to 2017

Comprehensive Emergency Management Plan and Records – prior to 2016

Liquid Fuels Tax Record – prior to 2012

Insurance Claims – 2013

Election Records – One year (11 months)

Ethics – prior to 2014

Contract Files (general contracts retain 6 years; construction retain 12 years)

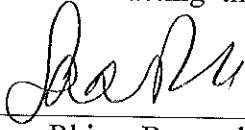
Fema

Subdivision Plans

CERTIFICATION

The undersigned hereby certifies that she is the duly appointed Secretary of the Borough of Newburg, Cumberland County, Pennsylvania and that the foregoing Resolution was adopted by the Borough at its regularly scheduled meeting held on January 6, 2020, which meeting was duly called and at which time a quorum was present and acting throughout, and that said Resolution has not been revoked or amended.

Dated: 1/6/2020



Sara Rhine, Borough Secretary