

APPENDIX C

Example of Disposition Resolution for destruction of specific records

RESOLUTION

Resolved by the (Governing Body) Borough of
(Municipality Name) Newburg, Cumberland County,
Pennsylvania, That

WHEREAS, by virtue of Resolution No. 2018-015, adopted
(date) 8/6/18, the (Municipality Name) Newburg Borough
declared its intent to follow the schedules and procedures for the disposition of records as set
forth in the Municipal Records Manual approved December 16, 2008, and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition
shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED That (Governing Body) Borough
of (Municipality Name) Newburg, Cumberland County,
Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes
the disposition of the following public records:

Office

Record title, dates, cubic feet

Office

Record title, dates, cubic feet

Attest:

Seal

Signatures

12/2008

Records for Disposition 8/6/2018

Account Distribution Summaries (Treasurer's Report) – year end records prior to 2010; monthly records prior to 2014

Accounts Payable Files and Ledgers – prior to 2010

Accounts Receivable Files and Ledgers – prior to 2010

Bank Statements and Reconciliations – prior to 2010

Cancelled Checks – prior to 2010

Check Registers – prior to 2010

Deposit Slips – prior to 2010

Investment Records -prior to

Building and Housing Construction Record – retain 5 years after certificate of occupancy or final approval of project

Building Permits and Applications – retain 5 years after certificate of occupancy or final approval of project

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

Bill of Taxes – prior to 2015

Certifications for Taxes Paid on Real Estate – prior to 2015

Change of Address Records – prior to 2015

Delinquent Tax Collection Records (non real estate) - prior to 2015

Exoneration Certificates Issued to Tax Collector – prior to 2012

General and Special Tax Ledgers and Related Records – prior to 2010

Public Utility Realty Report – prior to 2010

Tax Bills, Paid Receipts – prior to 2015

Tax Collector's Monthly Report to Taxing Disticts – prior to 2010

Tax "Duplicates" (Real Estate and Non-Real Estate) – prior to 2010 (payments)

Bonds, Performance and Security – expiration prior to 2011

Oaths of Municipal Officials – prior to 2011

Notices of Violation of Municipal Ordinance - 30 days after issue is settled or resolved – resolved prior to 2015

Permits and Licenses - expiration prior to 2014

Petitions – prior to 2011 (not resulting in an ordinance or charter change

Public Meeting/Hearing Notices and Proof of Publication – prior to 2007

Right To Know Request – prior to 2015

Comprehensive Emergency Management Plan and Records – prior to 2014