

**BOROUGH OF NEWBURG
RESOLUTION NO. 2021-006**

**A RESOLUTION OF THE BOROUGH COUNCIL FOR THE BOROUGH OF NEWBURG,
CUMBERLAND 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,

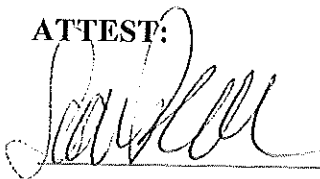
WHEREAS, the Borough of Newburg desires to dispose of records according to statutory requirements; and,

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.

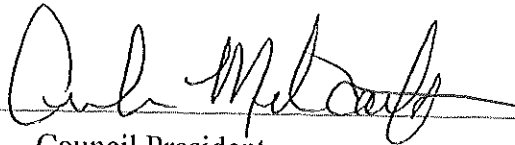
Adopted at a public meeting of the Borough Council for the Borough of Newburg, held this 15 day of ~~January~~ February 2021.

ATTEST:

BOROUGH OF NEWBURG

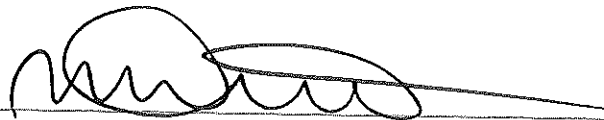


2/15/2021



Secretary

Council President



Mayor

Records for Disposition 2/15/2021

Account Distribution Summaries (Treasurer's Report) – year end records prior to 2014; monthly records prior to 2018

Accounts Payable Files and Ledgers – prior to 2014

Accounts Receivable Files and Ledgers – prior to 2014

Bank Statements and Reconciliations – prior to 2014

Cancelled Checks – prior to 2014

Check Registers – prior to 2014

Deposit Slips – prior to 2014

Investment Records -prior to 2014

Building and Housing Construction Record – retain 5 years after certificate of occupancy or final approval of project prior to 2016

Building Permits and Applications – retain 5 years after certificate of occupancy or final approval of project prior to 2016

Complaints, Citations, Notices of Violations, and Investigations – retain 3 years after final disposition 2017

Bill of Taxes – prior to 2018

Certifications for Taxes Paid on Real Estate – prior to 2018

Change of Address Records – prior to 2018

Delinquent Tax Collection Records (non real estate) - (1 year after paid) prior to 2018

Exoneration Certificates Issued to Tax Collector – prior to 2015

General and Special Tax Ledgers and Related Records (real estate, per capita, occupation, emergency, municipal services, earned income, amusement, local taxes)– prior to 2014

Public Utility Realty Report – prior to 2014

Tax Bills, Paid Receipts – prior to 2018

Tax Collector's Monthly Report to Taxing Districts – prior to 2014

Tax “Duplicates” (Real Estate and Non-Real Estate) – prior to 2014 (payments)

Bonds, Performance and Security (employee and contractor) – expiration prior to 2014

Oaths of Municipal Officials – prior to 2014

Notices of Violation of Municipal Ordinance - 30 days after issue is settled or resolved – resolved prior to 2018 Zoning (3 years)

Permits and Licenses - expiration prior to 2018

Petitions – prior to 2015 (not resulting in an ordinance or charter change) change in ordinance or charter retain

Public Meeting/Hearing Notices and Proof of Publication – prior to 2010

Right To Know Request – prior to 2018

Comprehensive Emergency Management Plan and Records – prior to 2017

Liquid Fuels Tax Record – prior to 2013

Insurance Claims – 2014

Election Records – One year (11 months)

Ethics – prior to 2015

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

Fema

Subdivision Plans