

Resolution No. 2016-6

BOROUGH OF ELIZABETHTOWN LANCASTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH OF ELIZABETHTOWN INDICATING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008 AND AUTHORIZING THE DISPOSAL OF SEVERAL RECORDS IN ACCORDANCE WITH THIS SCHEDULE

WHEREAS, by virtue of this Resolution, Elizabethtown Borough declares its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on 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 AND IT IS HEREBY RESOLVED that the Borough Council of the Borough of Elizabethtown, Lancaster County, in accordance with above-cited Municipal Records Manual authorizes disposition of the public records listed in Exhibit A attached.

DULY ADOPTED this 21st day of April, 2016, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH

ATTEST: R. Ryan
Secretary

BY: [Signature]
Council President

[BOROUGH SEAL]

EXHIBIT A

POLICE RECORDS TO BE DESTROYED

2008 –

EPD ACCIDENT INFORMATION EXCHANGE FORMS
EPD MONTHLY REPORTS
EPD OVERTIME / COMP REQUEST SLIPS
COMMONWEALTH OF PA POLICE ACCIDENT REPORTS AND
CONTINUATION SHEETS
COMMONWEALTH OF PA POLICE CRASH REPORTING
FORMS
COMMONWEALTH OF PA POLICE REQUESTS FOR
REMOVAL OF ABANDONED VEHICLE
COMMONWEALTH OF PA TRAFFIC AND NON-TRAFFIC
CITATIONS AND VOIDED CITATIONS
EPD NEWS RELEASES
EPD INCIDENT INVESTIGATION REPORTS
EPD ACCIDENT CRASH REPORT REQUESTS
EPD BUDGET AND RELATED NOTES
EPD LETTERS SENT AND RECEIVED
EPD WORK SESSION NOTES
ELIZABETHTOWN INTRA-BOROUGH MEMORANDUMS
EPD O.I.C. PAYSHEETS
EPD TRAINING FUND SHEETS
ELIZABETHTOWN CODE ENFORCEMENT REPORTS
EPD ESCORT INVOICES
EPD EXPUNGEMENT RECORDS
ELIZABETHTOWN FIRE DEPT RECORDS CHECKS
EPD HOLDING CELL RECORDS
EPD REQUESTS FOR PUBLIC RECORDS
EPD RESIDENTIAL RENTAL UNIT INCIDENT REPORTS
EPD RETURNED PROPERTY RECEIPTS
VALIDATION LISTINGS
EPD WAIVER TO RIDE COMPLETED FORMS
ELIZABETHTOWN REGIONAL BOOKING CENTER USAGE LOGS -2012
PENNDOT POLICE WARNING NOTICES (MV-433A)
MONEY RECEIPT BOOKS FROM 2011
COMMONWEALTH OF PENNSYLVANIA NON-TRAFFIC CITATIONS 2003
PARKING TICKETS – 2013
EPD JUVENILE FILES – 2008 AND PRIOR YEARS
EPD DISSEMINATION LOGS AND RECORDS
EPD ARREST LOGS
EPD PAYROLL RECORDS - 2014
AED INFORMATION

LIQUOR CONTROL ENFORCEMENT BOARD LETTERS
PARADE PERMITS
PENNDOT SEIZED/SURRENDERED LICENSE OR REGISTRATION WITHOUT
REPORT
SOLICITORS PERMITS – 2007
UCR AND MONTHLY REPORTS
ALARM REPORTS
LANCASTER COUNTY FURLOUGH LETTER (SHAFFER, TRAVIS RYAN;
2/06/2008)
CRIMINAL ARREST FILES:
SUMMARY ARRESTS 2008 AND OLDER
MISDEMEANOR AND FELONY ARRESTS 1995 AND OLDER