

Resolution No. 2018-12

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 (AS AMENDED JULY 23, 2009), 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 (as amended July 23, 2009); 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 20th day of September, 2018, by the Borough of Elizabethtown in lawful session duly assembled.

ATTEST:

R. Ryan
Secretary

ELIZABETHTOWN BOROUGH

BY:

[Signature]
Council (Vice) President

[BOROUGH SEAL]

Exhibit A

Administration

- Satisfied Municipal Liens, 2011 – 2016
- Quarterly Returns of Withholding of Federal Income Tax, 2006 – 2013
- Quarterly Returns of Withholding of State and Local Taxes, 2006 – 2013
- Unemployment Compensation Records, 2006 – 2013
- Timesheets, 2009 – 2014
- 1099's and Extra Compensation Figures for Mileage, 2006 – 2013
- Tax Duplicates, 2006 – 2013
- Receipt Logs, 2011- 2014
- Phone Message Books, 2005 – 2006
- Real Estate Transfer Tax Information, 2001 – 2002
- Delinquent Real Estate Transfer Tax Information, 2001 – 2002
- Local Service Tax Information, 2006 – 2010
- Employee Health Insurance Claims, 2011- 2012