

Resolution No. 2018-4

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

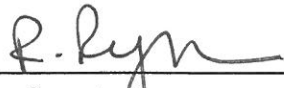
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

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 15th day of February, 2018, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH

ATTEST:


Secretary

BY:


Council (Vice) President

[BOROUGH SEAL]

Exhibit A

Administration

- SMT Files (Annual Notices, Audits, Surveys, Lost Control Visits and Safety Grants), prior to 2012
- 2000-2006 Public Officials, Liability Policy (Renewals and Applications)
- 1995-2010 Contractor Liability Insurance Certificates
- 2010 Vehicle ID Cards
- 2010 H.A. Thomson - Proposal of Coverage
- 2009-2010 PIRMA Renewal Information
- 2003 Policy Certificates - Harleysville Policy
- 2010-2011 Life & Accidental Hartford Policy
- 2009-2010 457 Quarterly Reports
- Trash & Recycling Information
 - Trash Bag Purchases & Sales Agreements and Correspondence prior to 2012
 - Regional Trash Pact
 - 2002-2005 Monthly Hauler Reports
 - 2000-2002 Trash Bag Bids
 - 2005-2007 Recycling Reports
 - 1999-2007 LCSWMA Correspondence
 - 2000-2007 Recycling Profile
 - 2001-2007 Leaf Collections
 - 2002-2007 Kraft Bag Order Forms
 - Outdated Flyers, Outreach Materials
- Liquid Fuels Tax Fund Audit Reports 1985-2010 (Extra Copies)

Finance

- 2010 Receipt Books
- 2010 Bank Statements
- 2010 Deferred Compensation
- 2010 Employee Contributions
- 2010 Financial Reports
- 2010 Journal Vouchers
- 2010 Parcel Changes
- 2010 Payroll Records and Tax Filings
- 2010 Timesheets
- 2010 Utility Billings & Receipts
- Duplicate Budgets 2008, 2014, & 2015
- Duplicate Financial Statements 2004, 2005, 2014, 2015, & 2016

Planning and Zoning

- Ordinance Updates From 2017 (this includes ordinances that have been Revised, Replaced or Repealed) Book # 1,2,3,4,5,6,7,8,9,11,13,15 & 16
- Printed versions of Subdivision and Land Development Ordinance Amended in 11-15-2001

Public Works

- 2012-2014 Unsuccessful Stone Bids
- 2009-2014 Unsuccessful Paving Bids
- 2010-2014 Unsuccessful Concrete Bids
- 2013 Unsuccessful Roof Replacement Bids
- 1980 Unsuccessful Softball Field Drainage Bids
- 2010-2011 Unsuccessful Basketball Court Overlay Bids
- 1986 Unsuccessful Poplar Street Concession Stand Bids
- 2008 Unsuccessful North Poplar Street Bids
- 1984-2006 Salt Purchasing
- 1979-2005 Gas / Fuel Purchasing
- 1997-2005 Miscellaneous Street Project Quotes
- 2006-2011 Stone Bids
- 2002-2005 Concrete Bids
- 2003-2004 Stone & Anti-Skid Bids
- 2002-2007 Street Bids
- 2005-2011 Landscape & Mowing Bid and Contract
- 1984 Tree Maintenance Bid
- 2012 Eagle Scout Project Documents – Amphitheater Noah Mitchell

Vehicle Information

- 2005-2009 Dump Truck Rental Agreement
- Vehicle Record, Sale of 1997 Crown Victoria – Police
- Vehicle Record, Sale of 1986 Chevrolet Truck – Public Works

