

# Resolution No. 2019-3

## 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 21<sup>st</sup> day of February, 2019, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH

ATTEST: R. Ryan  
Secretary

BY: Jim Henry  
Council (Vice) President

[BOROUGH SEAL]



# Exhibit A

## Administration

- 2008 – Recycling Report
- 2008 – Trash Contract
- 2013 – 2017 – Trash Correspondence
- 2014 – 2015 – Pavilion Rental Information
- 2011 – 2014 – Pavilion Rental Calendar Books
- 2012 – Telephone Bid Material
- 2014 – Timesheets
- 2011 – Food Licenses
- 2003 and 2007– 2012 Reimbursable Employer’s Election and Notice of Solvency Fee for relief from Charges
- 2003, 2006 and 2009 - Pennsylvania State Association of Boroughs Updates
- 2002 - Pennsylvania State Association of Boroughs Unemployment Compensation Plan Memorandum
- 2006 – Unemployment Compensation Update
- 1992, 1994 -2000 and 2003 - 2008 – Unemployment Compensation 2A Supplements
- 2005 – Letter from Office of Unemployment and Compensation Tax Services

## Finance

- 2011 – Receipt Books
- 2011 – Bank Statements
- 2011 – Deferred Compensation
- 2011 – Employee Contributions
- 2011 – Financial Reports
- 2011 – Journal Vouchers
- 2011 – Parcel Changes
- 2011 – Payroll Records and Tax Filings
- 2011 – Timesheets
- 2011 – Utility Billings & Receipts
- 2014 – Federal, State, EIT and LST Quarterly Reports
- 2017 – Utility Payment Checks July through December
- 1099 U.C. Quarterly Reports and Extra Compensation File

## Police Department

- 1981 – 1989 – Transient Retail Business/Solicitors Permits
- 1990 – 1991 – Background Check
- 1990 – 1992 – CLEAN/Validations
- 1990 – Firearms Discharge Report
- 1991 – Evidence and Property Reports
- 1991 – Holding Cell Completed Forms
- 1991 – Offense/Arrest and Property Records

- 1998 and older – Arrest Jackets containing arrest over 20 years old and Citations over 5 years
- 2005 – Ballistic Vehicle Study
- 2007 and older – Bike licenses and bike reports
- 2010 – 2012 – Fall Tac Info
- 2010 – 2013 – Qualification Info
- 2010 Taser Certifications
- 2012 – 2015 – Phone logs
- 2012 – 2016 – Criminal Background Requests – No Record Only
- 2013 – 2014 – Winter Firearms Info
- 2013 – Winter Firearms Training Information
- 2013 – Dim Light Info
- 2014 – Det/Patrol shotgun differences
- 2014 – Fall Tac Shoot information
- 2014 – Firearms Qualification info
- 2014 – Traffic Citations
- 2015 – Weapon Light Training info
- 2015 – Fats Simulation Syllabus
- 2015 – ERBC Logs
- 2016 – Parking Tickets
- Firearms Training Records; Surveys; other Training Records – Late 80's to Early 90's; 2004 and 2005
- Officer Grego's Initial Firearms Qualification
- Officer Leonard's Initial Firearms Qualification
- Truck Weighing