

# Resolution No. 2020-1

## 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 MARCH 28, 2019), 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 Pennsylvania Historical and Museum Commission Bureau of the Pennsylvania State Archives Municipal Records Manual approved on December 16, 2008 (as amended March 28, 2019); 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 16th day of January, 2020, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH

ATTEST: R. Lynn  
Secretary

BY: [Signature]  
Council (Vice) President

[BOROUGH SEAL]

Exhibit A Page 1 of 2

- 1978-2011 Public Utility Realty Reports to PA Department of Revenue
- 1977-2010 Correspondence with Lancaster County regarding tax collection duties
- 1979-2015 Firepersons Relief Association Annual Audit Reports
- 1992 Correspondence from PA DER re: sewer planning for Market St Square
- 1995 Correspondence to tax exempt properties re PILOT option
- 1994-1997 Various correspondence regarding address changes
- 1996 IRS Employee Benefits Health & Welfare Report
- 1996-2012 Expired bank signature approvals and closed bank account agreements
- 1997 and 1998 Expired Deferred Compensation 457 Plan documents
- 2003-2013 Statements of Financial Interest
- 2003-2012 Property & Casualty insurance policies
- Prior 2009 Proofs of Publication
- 2006-2012 Winter maintenance contracts at train station
- 2005-2013 Survey of Financial Condition reports to PA DCED
- 2000-2013 Liquid Fuels Tax Records
- 2011 Quarterly Financial Activity Confirmation Statements Nationwide
- 2011-2014 Susquehanna Municipal Trust Safety Grant information
- 2012-2014 Expired Susquehanna Municipal Trust Policies
- 2012 Expired Hartford ADD and Life Policy
- 2015-2016 Right to Know Requests
- Duplicate Board of Assessment Appeals Court Stipulations Exon for 1995-1997, 1999 and 2001
- Duplicate Board of Assessment Appeals Court Stipulations Exon for 1999-2000 School and 2000-2001 School
- Duplicate Board of Assessment Appeals for 1998-1999 School and 1998 Totals, 2000-2001 School and 2000 Totals and 2001-2002 School and 2001 Totals
- Lancaster County Board of Assessment Notices for Borough Properties for 2005, 2006 and 2007
- Copy of Board of Assessment Appeals for Borough Properties 1998 and 2001
- Copy of Lancaster County Board of Assessment Notices for Borough Properties for 1996 and 1997
- 1995 Documents regarding former and now disposed wastewater treatment plant belt filter press and shared costs with the authority
- 2004 Uniform Construction Code bank statements and records for expired account.
- 2004 Invoices for establishment of UCC committee and regional program
- 2004 Expired and closed out Shared Municipal Services Grant for implementation of Uniform Construction Code
- 2004 Unsuccessful proposals for Uniform Construction Code third-party services
- 2009 Commercial/Industrial Recycling Report
- 2013 VFW Parking Lot Paving Bid and Contract
- 2008 and 2009 Recycling Reports

Exhibit A – Page 2 of 2

- 2007 New Communities grant documentation for completed downtown parking study
- 2007 Unsuccessful proposals from consultants to conduct a downtown parking study
- 2016 Unapproved cross-street banner applications due to private event fees
- 2009-1020 Community Park roof shingling on accessory buildings in Community Park – bid materials and contracts
- 1978-1986 General administrative correspondence regarding Poplar Street Community Center and general use
- 1983-2015 General administrative correspondence regarding the parks system, volunteer projects, temporary use of facilities, and general facilities.
- 2011 Community Park Basketball Court resurfacing project contract and bid materials
- 1993 proposals and contract for a Hickory Lane surveying, environmental, and park planning services
- 1993 Legislative Initiatives Program Grant Agreement for the Hickory Lane Park Project and supporting materials