

Resolution No. 2020-2

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

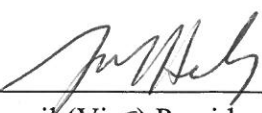
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

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 19 day of March, 2020, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH

ATTEST: 
Secretary

BY: 
Council (Vice) President

[BOROUGH SEAL]

Exhibit A

- 2019 Utility Payment Checks 3rd Quarterly Billing
- 1981-2001 Shared sewer budgets and supporting documentation; ERSA, WDTA, and MJTA quarterly invoices.
- 2012 and 2013 Statement of Financial Interest – Board of Ethics
- 2006 Ireland Trip-Expenses
- 2012 Finance Records
 - General & Sewer Fund – Paid invoices
 - Capital Reserve
 - General Vehicle Sinking Fund
 - Health Insurance
 - Liquid Fuels
 - Parks
 - Payroll,
 - End of Year Final Review Plan T, E & G
 - Settlements
 - Delinquent RE Taxes
 - RE Taxes
 - RE Interims
 - Parcel Changes
 - Assessment Appeals & Changes
 - Deferred Compensation
 - Exonerations
 - A/R & Adjustment Journals
 - Journal Vouchers
 - Aflac
 - Harleysville
 - End of Year Office Receipts
 - Liens Paid
 - NSF Checks
 - Receipt Books
 - Call Logs
 - Phone Messages
 - Insurance Certificates of Liability
 - Sewer Capital Projects
 - Stabilization
 - Subdivision
 - Train Station
 - Unemployment Compensation
 - A/R – A to Z
 - Code Enforcement
 - Rental Licenses
 - Bills Payable
 - Financial Reports
 - Payroll Calculated Registers
 - Payroll Stubs
 - Trial Balances
 - Sewer & Trash Receipts
- 2016 Timesheets
- 2015 Quarterly UC Tax, State Tax, EIT & LST, Fed Tax
- 2015 1099s
- 2015 Extra Compensation
- Police Chief Applications
- 2017 Parking Tickets
- 2012 – 2016 EPD Receipt books
- 2016 Elizabethtown Regional Booking Center Logs
- 2015, 2017, 2019 Copies of Hearing Notices
- 2015 Traffic Citations
- 2015 – 2016 EPD Phone Logs
- 2007- 2013 EPD Visitors Register
- Unused citations (outdated)
 - B4109985-5; B9510362-1
 - B9672607-0 – B9672609-2

- B9672612-5 – B9672613-6
- C0498501-3
- C4098535-2
- C4098615-5
- C0498624-0 – C0498625-1
- C0498655-3 – C0498700-6
- C0499553-5
- C0499555-0
- C0503780-4 – C0503811-0
- C372601-3 – C3727800-6
- C3727801-0 – C3727842-6
- C3727850-0 – C3728001-4
- C3727901-2 – C3728000-3
- C3728201-1 – C3728200-0
- C3728400-4 – C3728600-1
- C5081211-2 – C5081400-2
- C5081218-2 – C5081219-3
- P9356242-6
- P8356247-4

- P9026963-1 – P9026968-6
- P9028480-6
- P9028487 – P9028494-6
- P9030629-6 – P9030800-2
- P9031201-4 – P9031400-0
- P9037201-5 – P9037400-1
- P9038971-4 – P9038975-1
- P9218347-5
- P9218360-4
- P9218600-6
- P9228923-4
- P9228938-5
- P9228999-3
- P9230401-5
- P9230404-1 – P9230405-2
- P9230460-1 – P9230469-3
- R2149525-0 – R2149528-3
- R2149542-3 – R2149900-4