

# Resolution No. 2021-01

## 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

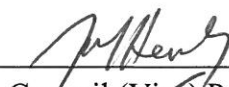
**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

**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 4<sup>th</sup> day of March, 2021, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH

ATTEST:   
Secretary

BY:   
Council (Vice) President

[BOROUGH SEAL]

## Exhibit A

- 2012 Finance Records
  - A/P General, Sewer Fund & Other Funds
  - A/R receipts
  - Settlements
  - Delinquent RE Taxes
  - RE Taxes
  - RE Interims
  - Parcel Changes
  - Earned Income Tax & Local State Tax
  - Transfer Tax
  - Bank Statements
  - Tax Duplicate Book
  - Utility Payment Stubs
  - Utility Billing Reports
  - Call Logs
  - Payroll Stubs
  - Payroll Calculated Registers
- 2012 Purchase Orders
- 2013 Exonerations
- 2015 Zoning permits
- 2015 Employee Health Insurance Reimbursement
- 2016 1099s
- 2016 Federal, State & Local Tax Returns
- 2016 PA UC Reports
- 2017 Timesheets
- 2008-2017 Chapter 94 Report Binder
- 1985-2017 Chapter 94 Report Correspondence
- 2017-2019 Right to Know documents
- 2010 Commercial/Industrial listing for recycling reporting
- 2012-2014 Quote-Landscaping/Mowing
- 2012-2014 Insurance, Bids, Bond & Recycling Contract
- Two (2) Code of Ordinances Book #12