

Resolution No. 2022-09

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 17th day of March, 2022, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH
Lancaster County, Pennsylvania

ATTEST:

Secretary



BY:

President

Borough Council



[BOROUGH SEAL]

Exhibit A

Contract and Project Records

- 2017 Non-Awarded Bid Material related to 2017 Contract for General Concrete Work
- 2016 Non-Awarded Bid Material related to 2016 Contract for General Concrete Work

External Computer Storage Devices

Media	Description
250MB Disk	Sewer Plant aerial photos
Cassette	Zoning Public Hearing 4/11/96
CD	175th Anniversary Photos
CD	2007 General Borough Code
CD	2007 Tax dup.
CD	2008 General Borough Code
CD	2009 General Borough Code
CD	2009 General Borough Code
CD	2010 General Borough Code
CD	2011 General Borough Code
CD	2012 General Borough Code
CD	2013 General Borough Code
CD	2013 General Borough Code
CD	2014 General Borough Code
CD	2015 General Borough Code
CD	2017 General Borough Code
CD	Bierly 1973-2013 PDF & MDS
CD	Bierly Powerpoint Presentation Nov 2013
CD	Brandon Porinchak files from server (deleted from server 5/10/12)
CD	Etown birds eye view photos
CD	Fire Dept. ladder truck
CD	Joe Ditzler Retirement Nov 2012
CD	Lancaster County CAMA Information File, January 2002
CD	Linda Loser files from server (deleted 5/10/12)
CD	Logos
CD	Logos & Letterhead
CD	Logos & Letterhead
CD	Newsletter Fall 2007
CD	Newsletter Fall 2008
CD	Newsletter Fall 2010
CD	Newsletter Fall/Winter 2011
CD	Newsletter Fall/Winter 2012
CD	Newsletter Special Edition June 07

CD	Newsletter Spring 07
CD	Newsletter Spring 2008
CD	Newsletter Spring 2009
CD	Newsletter Spring 2010
CD	Newsletter Spring/Summer 2011
CD	Newsletter Spring/Summer 2012
CD	Newsletter Summer 2008
CD	Newsletter Summer 2010
CD	Newsletter Templates
CD	Newsletter Winter 2007
CD	Newsletter Winter 2008
CD	Newsletter Winter 2009
CD	Newsletters 2002, 2003, 2005 & 2007
CD	Newsletters 2002, 2003, 2005, 2007, 2008, 2009, 2010 & 2011
CD	Open Office 3.4.0
CD	Software for Memory Stick/Floppy Disk Adaptor
CD	SPYBOT Ad-aware 2007
CD	SWM ord #871
CD	Tabs removed from server 1/5/12
CD	The Whipple Years December 2009
CD	The Whipple Years December 2009
CD	Understanding Borough Government in PA
CDs	Phone Skills Trainer
Floppy Disk	1 DAT
Floppy Disk	1 rol
Floppy Disk	10 Pay
Floppy Disk	11 Pay Payroll sheets
Floppy Disk	175th Anniversary HTML Word Doc
Floppy Disk	1988-1994 Misc bids
Floppy Disk	1989 - 1993 Ads, Ordinances, Resolutions & Agreements
Floppy Disk	1994 Ads, Ordinances & Resolutions
Floppy Disk	1994 Bids
Floppy Disk	1994 Minutes & Agendas
Floppy Disk	1994 Police contract
Floppy Disk	1994 Zoning Hearings
Floppy Disk	1995 - 1996 Zoning Ordinances
Floppy Disk	1995 Ads, Ordinances & Resolutions
Floppy Disk	1995 bids
Floppy Disk	1995 Minutes & Agendas
Floppy Disk	1995 Zoning Hearings
Floppy Disk	1995 Zoning Ordinances

Floppy Disk	1996 & 1995 Street Program
Floppy Disk	1996 Ads, Ordinances & Resolutions
Floppy Disk	1996 Bids
Floppy Disk	1996 Financial Retreat
Floppy Disk	1996 Minutes & Agendas
Floppy Disk	1996 Zoning Hearings
Floppy Disk	1997 Ads, Ordinances & Resolutions
Floppy Disk	1997 bids
Floppy Disk	1997 bids
Floppy Disk	1997 Financial Retreat
Floppy Disk	1997 Minutes & Agendas
Floppy Disk	1997 Street Paving
Floppy Disk	1997 Zoning Hearings
Floppy Disk	1998 Ads, Ordinances, Resolutions & Agreements
Floppy Disk	1998 bids
Floppy Disk	1998 Evaluations
Floppy Disk	1998 Minutes & Agendas
Floppy Disk	1998 Street Paving
Floppy Disk	1998 Street Paving
Floppy Disk	1998 Trash bag bid
Floppy Disk	1998 Zoning Hearings
Floppy Disk	1999 Ads, Ordinances & Resolutions
Floppy Disk	1999 Bids/Sanitary Sewer repair 7/99
Floppy Disk	1999 Minutes & Agendas
Floppy Disk	1999 SEWBJT98.123
Floppy Disk	1999 Street Program
Floppy Disk	1999 Zoning Hearings
Floppy Disk	2 DAT
Floppy Disk	2 rol
Floppy Disk	2000 Ads, Ordinances, Resolutions & Agreements
Floppy Disk	2000 bids
Floppy Disk	2000 Minutes & Agendas
Floppy Disk	2000 Non-Uniformed Personnel Policy
Floppy Disk	2000 Paving
Floppy Disk	2000 Zoning Hearings
Floppy Disk	2000-2001
Floppy Disk	2001 Ads, Ordinances, Resolutions & Agreements
Floppy Disk	2001 Bids
Floppy Disk	2001 Citizen College binder inserts
Floppy Disk	2001 Minutes & Agendas
Floppy Disk	2001 Retreat

Floppy Disk	2001 Street Paving
Floppy Disk	2002 Ads, Ordinances, Resolutions & Agreements
Floppy Disk	2002 Bids
Floppy Disk	2002 EARA
Floppy Disk	2002 Minutes & Agendas
Floppy Disk	2002 Street Paving
Floppy Disk	2002-2003 Regional Park
Floppy Disk	2003 Ads, Ordinances, Resolutions & Agreements
Floppy Disk	2003 Bids
Floppy Disk	2003 EARA
Floppy Disk	2003 EARA
Floppy Disk	2003 Goals
Floppy Disk	2003 Minutes & Agendas
Floppy Disk	2003 Regional Park
Floppy Disk	2003 Street Paving
Floppy Disk	2004 OPT
Floppy Disk	2004 Pete - Memos & Minutes
Floppy Disk	2004 Street Paving
Floppy Disk	2004-2005 Bids
Floppy Disk	2004-2005 Pete-Letters, ordinances, misc
Floppy Disk	2005 Building Permits
Floppy Disk	2005 Council Mtg Minutes
Floppy Disk	2005 Financial Misc/Employee Census
Floppy Disk	2005 Goals
Floppy Disk	2005 Ordinances & Resolutions
Floppy Disk	2005 Pete - Letters, Memos, Misc Correspondence
Floppy Disk	2005 Regional Transport Plan, Ads, Minutes, Agendas & EEDC Matrix
Floppy Disk	2005 Street Paving Info
Floppy Disk	2005/2006 Pete-Letters & Memos, Ordinances 11/05, misc
Floppy Disk	2007 Ordinances/Resolutions
Floppy Disk	3 DAT
Floppy Disk	3 rol
Floppy Disk	4 DAT
Floppy Disk	4 rol
Floppy Disk	5 DAT
Floppy Disk	6 DAT
Floppy Disk	6 Pay
Floppy Disk	7 DAT
Floppy Disk	7 Pay
Floppy Disk	8 DAT

Floppy Disk	8 Pay
Floppy Disk	9 DAT
Floppy Disk	9 Pay
Floppy Disk	97 Chronic/lunch brochure
Floppy Disk	Admin Asst files
Floppy Disk	Admin Asst files - summer employees & crossing guards
Floppy Disk	Admin Time Sheets
Floppy Disk	Bag Bid
Floppy Disk	Bag Bid Proposal 2002
Floppy Disk	BC905-TX Driver EtherDisk XL
Floppy Disk	Beth & Beth photo
Floppy Disk	Board of Health
Floppy Disk	BOCA Code
Floppy Disk	boromaj.PM5/john1/majawe.PM5
Floppy Disk	Budget 2003
Floppy Disk	Budget 2004 blank forms
Floppy Disk	Budget 2004 Word Perfect
Floppy Disk	Budget 2005 Appendix & Misc
Floppy Disk	Budget 2005 Excel
Floppy Disk	Budget 2005 Power Point Presentation
Floppy Disk	Budget 2005 Word & Power Point
Floppy Disk	Budget graphs
Floppy Disk	Building Permits 2006
Floppy Disk	Cable TV Franchise Agreement
Floppy Disk	CD-ROM Device Driver
Floppy Disk	Charts from water meeting 10/30/95
Floppy Disk	Christmas card list
Floppy Disk	Citizens College Agendas
Floppy Disk	Citizens College Agendas
Floppy Disk	Corel Presentation
Floppy Disk	Council Mtg Minutes 2006
Floppy Disk	Daytona 647
Floppy Disk	Delinquent Trash Payments
Floppy Disk	EAWA
Floppy Disk	EAWA logo for trucks
Floppy Disk	EEDC Bylaws
Floppy Disk	EEDC Community Summit
Floppy Disk	EPL Keys: ST0, ST1, ST2, ST3, ST0
Floppy Disk	ESS 1869 Sound Card Driver Disk #1
Floppy Disk	ESS 1869 Sound Card Driver Disk #2
Floppy Disk	ESS 1869 Sound Card Utility Disk #1

Floppy Disk	Etownonline terms of service
Floppy Disk	Evaluations - 1999, 2000, 2001 & 2002
Floppy Disk	Fall 99 PM5, test 2000
Floppy Disk	Farmer's Market Info
Floppy Disk	Fax - word file Watermark
Floppy Disk	General Fund/2003 St Paving/Bylaws-Fire Co/EEDC labels/Employee labels/N & S Market St permits/Misc
Floppy Disk	Graphics for brochure
Floppy Disk	Greg's spreadsheet permit info
Floppy Disk	HP Design Jet Printer Driver
Floppy Disk	HP Driver Upgrade Disk
Floppy Disk	Intel PIIX/PIIX3 BusMaster IDE Drivers
Floppy Disk	Labels
Floppy Disk	LAN Driver Diskette
Floppy Disk	Landscaping Bid
Floppy Disk	Landscaping Bid 1996
Floppy Disk	Letterhead
Floppy Disk	Letterhead, INDDEVAUTH, EARA, Fire Protection Endowment Fund
Floppy Disk	Library board members 2000
Floppy Disk	Linda Loser - Chart/Police, Workman's Comp form
Floppy Disk	mcheck/win 95 Y2K
Floppy Disk	Memory Stick/Floppy Disk Adaptor
Floppy Disk	Meter info/Millage info
Floppy Disk	Minutes
Floppy Disk	Minutes - EARA, Planning & EFPEF
Floppy Disk	Misc. - Me 1998-2001
Floppy Disk	Misc. Items
Floppy Disk	MJT Ind. Waste Discharge Permit, College permit (Dave Hudzick)
Floppy Disk	Myriad Font
Floppy Disk	Non-Uniformed Personnel Policy & Amendment/Drug & Alcohol Policy
Floppy Disk	Note cards
Floppy Disk	OPT
Floppy Disk	Ordinances/Resolutions
Floppy Disk	Ordinances/Resolutions
Floppy Disk	Pacoune
Floppy Disk	Panasonic ATAPI CD-ROM Drive
Floppy Disk	Pete - 2001
Floppy Disk	Pete - 2001 #2
Floppy Disk	Pete - 2002 #2
Floppy Disk	Pete - 2002 #3

Floppy Disk	Pete - 99
Floppy Disk	Pete - Letters, Minutes, etc
Floppy Disk	Pete - WDT & MJT Water fecs 11/15/94, WC Pool, STP, Gotwalt agreement
Floppy Disk	Pete (Lotus)
Floppy Disk	Pete (Lotus)
Floppy Disk	Pete 10
Floppy Disk	Pete 11
Floppy Disk	Pete 2000
Floppy Disk	Pete 2001 #3
Floppy Disk	Pete 2002 #1
Floppy Disk	Pete 2003 #1
Floppy Disk	Pete 2003 #2
Floppy Disk	Pete 7
Floppy Disk	Pete 8
Floppy Disk	Pete 9
Floppy Disk	Pete letters 11/93-7/94, WWTP inspections backup
Floppy Disk	Photo of trash bags, Holiday wreath-remember to recycle
Floppy Disk	Planning Commission & Council Minutes
Floppy Disk	Police Contract Info 2004 Act III Data
Floppy Disk	Police Dept: Vision
Floppy Disk	Projects (Redevelopment Assistant)
Floppy Disk	Rainbow over Etown
Floppy Disk	Recpt. Misc files
Floppy Disk	Recycling Contract/Bag bid 1996
Floppy Disk	Recycling report
Floppy Disk	Rental Property Owners
Floppy Disk	Residence Adresses
Floppy Disk	Rockwell 56K Modem INF For WIN95/NT4.0
Floppy Disk	S. Poplar St creek bank restoration 1/18/05/Car wash property
Floppy Disk	Sister City Memo of Understanding
Floppy Disk	SMT Safety Manual 2004
Floppy Disk	Storm photos, Kenny's truck
Floppy Disk	Subdivision Index & Info
Floppy Disk	Susquehanna Municipal Trust, Letterhead/Envelope #10
Floppy Disk	Timesheets
Floppy Disk	Train Station (DCED)
Floppy Disk	Train station photos
Floppy Disk	train station press conference photos
Floppy Disk	Trash.pm5
Floppy Disk	Trash/Recycling info handout, office forms, misc

Floppy Disk	Tree planting ceremony
Floppy Disk	UCC/Zoning
Floppy Disk	Vacation/Sick
Floppy Disk	Vacation/Sick #2
Floppy Disk	Water Rate Chart 2003
Floppy Disk	Water Rate Increase 2003
Floppy Disk	WDTA Water rates 2003/EARA GIS Project 2005/SWAC Budget 2004/Memo EARA srf 2004
Floppy Disk	Weblist/Scanundo
Floppy Disk	Windows 95
Floppy Disk	Windows NT Workstation Disk 1
Floppy Disk	Windows NT Workstation Disk 2
Floppy Disk	Windows NT Workstation Disk 3
Floppy Disk	WWTP Open House Photos
Floppy Disk	Zoning Ordinance Ad
Memory Stick Adaptor	"D"
Picture CD	Letterkenny Visitors 3/14/05, Community Park stream bank, Ken Ebersole/Pat Rank
Zip Disk	175th Celebration Photo Album
Zip Disk	Backup - My documents, Citizens College diploma
Zip Disk	Brownfield site photos, Personnel Policy
Zip Disk	Section 4A
Zip Disk	Spring 01 Newsletter