

Resolution No. 2023-09

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 6th day of July, 2023, 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

Financial Records

- 2012 – 2015 Purchase Orders
- 2017 - 2019 Assessment Appeals
- 2014 Real Estate Tax Duplicate
- 2014 Interim Tax Duplicate
- 2014 Delinquent Real Estate (RE) Taxes
- 2015 Interim Tax Duplicate
- 2015 RE Transfer Tax
- 2015 Tax Duplicate Log
- 2015 RE Interim Tax
- 2015 RE Taxes
- 2015 Delinquent RE Taxes
- 2015 A/P Invoices for all Funds
- 2015A/R Invoices for all Funds
- 2015 Sewer and Trash Receipts
- 2015 Financial Reports
- 2015 District Justice Reports
- 2015 Payroll information
- 2015 Bank Statements
- 2017 Assessment Changes
- 2017 Payroll Summary
- 2017 Calc Check Register
- 2018 UC Tax
- 2018 State Taxes
- 2018 EIT & LST Taxes
- 2018 Federal Taxes
- 2018 Payroll Summary
- 2018 Calc Check Register
- 2018 Payroll Taxes
- 2019 Timesheets
- 2021 Liens Paid

Elizabethtown Police Department Records

- Prior to 1990 Crossing Guard and Secretary Personnel Files
- 1993 - 2000 Firearms License Revocation
- 1995 – 2000 License to Carry Concealed Weapons Permits
- 2013 - 2014 Clean Validations
- 2016 - 2019 Phone log notebooks
- 2016 & 2018 - 2020 No Trespass Letters
- 2017 Traffic Citations
- 2018 & 2020 UCR Worksheets

- 2018 Expungement Proof of Certified Mail Receipts
- 2018 Media Releases
- 2019 ERBC Logs
- 2020 Warning Notices
- 2020 Parking Tickets
- 2022 Vacation Watch
- 2005, 2010 -2011, 2013-2015, & 2017 Juvenile Traffic Citations With Dispositions
- Expired PFA's
- Outdated Megan's Law Paperwork Fliers
- Voided/Outdated revisions Traffic Citations and Non-Traffic Citations