

**SPRING GROVE BOROUGH  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION 1-2010**

**RESOLVED BY BOROUGH COUNCIL OF THE BOROUGH OF SPRING GROVE, YORK COUNTY, PENNSYLVANIA, THAT**

**WHEREAS**, by virute of Resolution No. 4-2009, adopted April 6, 2009, the Borough of Spring Grove declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 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 IT RESOLVED** That the Borough Council of The Borough of Spring Grove, York County, Pennsylvania, in accordance with the above cited Municipal Records manual, hereby authorizes the disposition of the following public records, as recorded by record title, year(s) and cubic feet:

**ADMINISTRATIVE AND LEGAL RECORDS**

Proof of Publication	1999	¼ cubic foot
Duplicate Code Books (7)	2008	1 cubic foot
Insurance Policies & Claims	2002	½ cubic foot
Mailing Lists	2007	¼ cubic foot

**PERSONNEL RECORDS**

Employees Who Separate Without Post-Termination Benefits	2003-2004	¼ cubic foot
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**PAYROLL RECORDS**

Payroll Earnings & Deductions	2005	2 cubic feet
Payroll Taxes	2005	½ cubic foot
Wage and Tax Statements (W-2)	2005	¼ cubic foot

**GENERAL FINANCIAL AND PURCHASING RECORDS**

Deposit Slips (Receipts)	2006	1 ½ cubic feet
Utility & Service Bills	2002, 2009*	3 cubic feet

Purchase Orders	2002, 2009*	1 ½ cubic feet
Bank Statements and Reconciliations	2005 - 2006	½ cubic foot
Returned Checks	2006	½ cubic foot
Debit Receipts	2006	½ cubic foot
Cash Receipts	2006, 2009*	1 cubic foot
Treasurer's Reports	2005-2006	½ cubic foot
Bond Sinking Fund Documents	1959	¼ cubic foot

**TAX COLLECTION AND ASSESSMENT RECORDS**

Tax Exonerations	2004	¼ cubic foot
Tax Assessment Changes	2002 - 2004	¼ cubic foot
Tax: Assessment Notices	2002 - 2004	¼ cubic foot

**POLICE RECORDS**

Parking Violations (Tickets)	2007-2008	1 cubic foot
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**PLANNING AND BUILDING / ZONING CODE ENFORCEMENT RECORDS**

Code Violations	2001-2007	½ cubic foot
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**WATER SYSTEM RECORDS**

Water System Documentation	Multiple	3 cubic feet
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*\*As permitted by the Municipal Records Manual, these documents have been scanned and filed into the Borough's Document Management System.*

**RESOLVED** this 1st day of February 2010.

ATTEST

SPRING GROVE BOROUGH COUNCIL

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Andrew N. Shaffer, Secretary

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Richard P. Legore, President

BOROUGH SEAL

I approve the within Resolution.

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Dolores J. Aumen, Mayor