

**SPRING GROVE BOROUGH  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION 2-2011**

**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	1999-2010*	½ cubic foot
Insurance Policies & Claims	2002-2010*	1 cubic foot
Meeting Packets	2005-2010*	2 cubic feet

**PERSONNEL RECORDS**

Employees Who Separate Without Post-Termination Benefits	2005-2006	¼ cubic foot
Applications Received – Not Hired	2007 & 2008	½ cubic foot
Job Descriptions – Revised	2004	¼ cubic foot

**PAYROLL RECORDS**

Payroll Earnings & Deductions	2004-2007, 2009-2010*	2 cubic feet
Payroll Taxes	2005 & 2006	½ cubic foot
Wage and Tax Statements (W-2)	2004-2006	¼ cubic foot

**GENERAL FINANCIAL AND PURCHASING RECORDS**

Deposit Slips (Receipts)	2005-2007	½ cubic feet
Utility & Service Bills	2003-2004 & 2010*	3 cubic feet
Purchase Orders	2003, 2008-2010*	1 ½ cubic feet
Bank Statements and Reconciliations	2006 & 2007, 2010*	½ cubic foot
Returned Checks	2007	½ cubic foot
Debit Receipts	2007	½ cubic foot
Cash Receipts	2006, 2009-2010*	1 cubic foot
Treasurer's Reports	2007	½ cubic foot

**TAX COLLECTION AND ASSESSMENT RECORDS**

Tax Duplicates	1993-2009*	½ cubic foot
Per Capita Tax Receipts	1995-2000	¼ cubic foot

**WASTE MANAGEMENT AND SEWAGE DISPOSAL**

Discharge Monitoring Reports	2004-2010*	½ cubic foot
Chapter 94 Reports	1997-2009*	¾ cubic feet

**PLANNING AND BUILDING / ZONING CODE ENFORCEMENT RECORDS**

Outdated Subdivision & Land Development Books	-	1 ½ cubic feet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 7<sup>th</sup> day of March 2011.

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