

**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Outdated Subdivision & Land Development Books	-	1 ½ cubic feet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 7th day of March 2011.

ATTEST

SPRING GROVE BOROUGH COUNCIL

Andrew N. Shaffer, Secretary

Richard P. Legore, President

BOROUGH SEAL

I approve the within Resolution.

Dolores J. Aumen, Mayor