

**SPRING GROVE BOROUGH  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION 2-2012**

**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 disposal 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 disposal 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 disposal of the following public records, as recorded by record title, year(s) and cubic feet:

**ADMINISTRATIVE AND LEGAL RECORDS**

Proof of Publication	2011*	¼ cubic foot
Insurance Policies & Claims	2010-2011*	½ cubic foot
Meeting Packets	2011*	1 cubic foot
Ethics Commission Forms	2005	¼ cubic foot
Annual Reports – General	2000-2009*	½ cubic foot

**PERSONNEL RECORDS**

Employees Who Separate Without Post-Termination Benefits	2007	¼ cubic foot
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**PAYROLL RECORDS**

Payroll Earnings & Deductions	2008, 2012*	½ cubic foot
Payroll Taxes	2008	¼ cubic foot
Wage and Tax Statements (W-2)	2008	¼ cubic foot

**GENERAL FINANCIAL AND PURCHASING RECORDS**

Deposit Slips (Receipts)	2008	¼ cubic foot
Utility & Service Bills	2005, 2011*	1 cubic foot
Purchase Orders	2005	1 cubic foot
Bank Statements and Reconciliations	2008, 2011*	½ cubic foot
Returned Checks	2008	¼ cubic foot
Debit Receipts	2008	¼ cubic foot
Cash Receipts	2008	1 cubic foot
Treasurer's Reports	2008	¼ cubic foot

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

**RESOLVED** this 5<sup>th</sup> day of March 2012.

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