

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION 4-2008

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

WHEREAS, by virute of Resolution No. 3-1996, adopted August 5, 1996, 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 July 16, 1993, 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, herby authorizes the disposition of the following public records, as recorded by record title, year(s) and cubic feet:

ADMINISTRATIVE AND LEGAL RECORDS

Insurance Claims and Policies	1989-2001	4 cubic feet
Land Lease (Agricultural Use)	1991-1993	½ cubic feet
Bids and Proposals	1982,1990, 1991,1992,1993,1999	4 cubic feet
Mailing Lists (Tenant Registrations)	1997-1998, 2000- 2002	½ cubic feet
Survey of Financial Condition	1990	¼ cubic feet
Grants	1996, 1998	½ cubic feet
Contracts	1974-1999	3 ½ cubic feet

PERSONNEL RECORDS

Applications for Employment (Not Hired)	2000-2004	2 ¾ cubic feet
Employees Who Separate Without Post-Termination Benefits	1997-2002	2 ¼ cubic feet
Workers Compensation Records	1991-1998	1 ½ cubic feet

PAYROLL RECORDS

Payroll Earnings & Deductions	1991, 1994-2002	8 ½ cubic feet
Payroll Taxes	1996,2000,2003	½ cubic feet
Wage and Tax Statements (W-2)	1991-2002	3 ½ cubic feet

GENERAL FINANCIAL AND PURCHASING RECORDS

Cancelled Checks	1990-1996,2000	1 ½ cubic feet
Deposit Slips (Receipts)	1990-2004	3 ½ cubic feet
Utility & Service Bills	1990-2004	10 cubic feet
Water Fund Adjustment	1994	1 cubic feet
Water Bond Series	1954 – Closed 12/31/69	¼ cubic feet
General Ledgers	1990-2000	2 ½ cubic feet
Purchase Orders	1991-2000	6 ½ cubic feet
Treasurers Report	1996-2004	4 ½ cubic feet
Bank Statements and Reconciliations	1991-2004	8 cubic feet
Monthly Financial Reports	1991-1994,1997	1 ½ cubic feet
Returned Checks	2004	½ cubic feet
Duplicate Budgets	1997-1998, 2000	¾ cubic feet
Audit Authorizations	1989-1991	¼ cubic feet

TAX COLLECTION AND ASSESSMENT RECORDS

Tax Bill Reports	1982, 1983, 1988, 1990, 1991, 1994- 2002	7 ¾ cubic feet
School Taxes Information	1998, 1999, July- December 2001	2 cubic feet
Tax Assessment Notices	1991- 1994,1996,1997, 1999	1 ¼ cubic feet

Tax Exonerations	1991-1997, 1999	½ cubic feet
Tax Additions	1991-1994, 1997, 1999	½ cubic feet
Tax: Per Capita	1989, 1992-1997	¼ cubic feet
Tax Duplicates	1996-1998	¾ cubic feet
Deliquent Tax Records	1993-1195, 1997	¾ cubic feet
Tax Collector Reports	1988-1997	½ cubic feet
Transfer Tax Records	1991-1993, 1996, 1997	½ cubic feet
Tax Appeals	1990	¼ cubic feet

POLICE RECORDS

Parking Violations (Tickets)	1997-2004	4 ½ cubic feet
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PLANNING AND BUILDING / ZONING CODE ENFORCEMENT RECORDS

House Inspection Records	1986	2 cubic feet
Code Violations	1997-2001	½ cubic feet

PUBLIC WORKS / ENGINEERING RECORDS

Liquid Fuels Tax Reports	1990-1992	¼ cubic feet
Street Excavation Permits	1989, 1996-2001	½ cubic feet

WASTE MANAGEMENT AND SEWAGE DISPOSAL RECORDS

Monthly Discharge and Daily Operating Logs	1991-1993, 1997, 2001-2004	3 ¼ cubic feet
Recycling Performance Grant	1999	¼ cubic feet
Maintenance Records	1996-1998	¼ cubic feet
Chapter 94 Reports (Extra Copies)	1987,1989,1990, 2001, 2004, 2005	1 ¼ cubic feet

PUBLIC HEALTH RECORDS

Food and Non Food Inspections

1993-2003

2 cubic feet

PARKS AND RECREATION RECORDS

Park Use Records

1997-2000

½ cubic feet

RESOLVED this 3rd day of March 2008.

ATTEST

SPRING GROVE BOROUGH COUNCIL

Andrew N. Shaffer, Secretary

Richard P. Legore, President

BOROUGH SEAL

I approve the within Resolution.

Dolores J. Aumen, Mayor