

BOROUGH OF SWARTHMORE

RESOLUTION 2020-05

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF SWARTHMORE, DELAWARE COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL

WHEREAS, the Borough Council of the Borough of Swarthmore, in Resolution 2010-07, passed on September 13, 2010, declared its intent to dispose of records as set forth in the Municipal Records Manual approved on December 16, 2008 and updated on July 23, 2009; and

WHEREAS, THE Municipal Records Manual has been amended through March 28, 2019; and

WHEREAS, the Borough of Swarthmore desires to dispose of records according to statutory requirements contained in the most updated version of the Municipal Records Manual; and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution.

NOW THEREFORE, BE IT RESOLVED, that the Borough of Swarthmore shall permanently dispose of the records attached hereto as Exhibit "A", in compliance with said approved schedule and procedures for disposition of records.

RESOLVED THIS 13th DAY OF JULY, 2020.

SWARTHMORE BOROUGH COUNCIL

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MARY J. WALK  
PRESIDENT

APPROVED THIS 13<sup>TH</sup> DAY OF  
JULY, 2020

ATTESTED THIS 13<sup>TH</sup> DAY OF  
JULY, 2020

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MARTY SPIEGEL  
MAYOR

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JANE C. BILLINGS  
BOROUGH MANAGER/SECRETARY

EXHIBIT A

	<u>Retention Period Years</u>	<u>Destroy Prior To</u>
<u>CONTRACTS (Includes Bid Documents)</u>		
Bids, Proposals, Price Quotations	6	2013
Contracts	12	2007
<u>RIGHT-TO-KNOW REQUESTS</u>	2	2017
<u>SURVEY OF FINANCIAL CONDITION</u>	5	2014
<u>TAXATION AND FINANCE</u>		
Financial records:		
Accounts payable	7	2012
Cancelled checks	7	2012
Bank Statements	7	2012
Check Registers	7	2012
Cash receipts	3	2016
Budget work papers	7	2012
Tax Collection and Assessment records:		
Tax Collector's Reports	10	2009
Tax Duplicates	7	2012
Payroll records:		
Payroll earnings and deduction registers	4	2015
Attendance records	3	2016
Wage and Tax Statements	4	2015
<u>PROOFS OF PUBLICATION</u>	10	2009
<u>RECYCLING RECORDS</u>	10	2009
<u>STATEMENTS OF FINANCIAL INTEREST (ETHICS)</u>	5	2014
<u>STREET OPENING PERMITS</u>	5	2014
<u>LIQUID FUELS TAX RECORDS</u>	7	2012
<u>INSURANCE CLAIMS AND POLICIES</u>	6	2013
<u>DISTRICT COURT FINES</u>	3	2016
<u>ASSESSMENT APPEALS</u>	5	2014
<u>OATH OF OFFICE</u>	6	2013