

BOROUGH OF SWARTHMORE

RESOLUTION 2017-11

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 APPROVED ON DECEMBER 16, 2008 AND UPDATED ON JULY 23, 2009

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 Borough of Swarthmore desires to dispose of records according to statutory requirements; 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 11th DAY OF SEPTEMBER, 2017.

SWARTHMORE BOROUGH COUNCIL

DAVID L. GROVE
PRESIDENT

APPROVED THIS 11TH DAY OF
SEPTEMBER, 2017

ATTESTED THIS 11TH DAY OF
SEPTEMBER, 2017

TIM KEARNEY
MAYOR

JANE C. BILLINGS
BOROUGH MANAGER/SECRETARY

EXHIBIT A

	<u>Retention Period Years</u>	<u>Destroy Prior To</u>
<u>TAXATION AND FINANCE</u>		
Financial records:		
Accounts payable	7	2009
Cancelled checks	7	2009
Bank Statements	7	2009
Check Registers	7	2009
Cash receipts	3	2009
Tax Collection and Assessment records:		
Tax Collector's Reports	10	2006
Tax Duplicates	7	2009
Payroll records:		
Payroll earnings and deduction registers	4	2012
Attendance records	3	2013
Wage and Tax Statements	4	2012
PROOFS OF PUBLICATION	10	2006
RIGHT-TO-KNOW REQUESTS	2	2015
STREET LIGHTING RECORDS	5	2012
STREET OPENING	5	2012