

**DISPOSITION OF SPECIFIC BOROUGH RECORDS
RESOLUTION 2016-02**

RESOLVED by the Borough Council of the Borough of Marietta, Lancaster County, Pennsylvania, That

WHEREAS, by virtue of Resolution Number 10-10, adopted September 14, 2010, the Borough of Marietta 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 the Borough Council of the Borough of Marietta, Lancaster County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Administration & Legal Records:

1. Ethics Commission Statements of Financial Interest dated 2010
2. Insurance Claims & Policies dated 2009
3. Liquid Fuels Tax Records dated 2008
4. Municipal Lien Files dated more than 1 year after satisfaction
5. Notice of Violation of Municipal Ordinances dated more than 30 days after issue is settled or resolved
6. Oaths of Municipal Officials dated 2009
7. Peddlers Permits dated 2012
8. Public Meeting/Hearing Notices & Proof of Publication dated 2005
9. Recycling Reports dated 2005
10. Survey of Financial Condition dated 2012
11. Treasurer's Bond Certificates dated 2008

Financial & Purchasing Records

1. Accounts Payable Files & Ledgers dated 2008
2. General Fund Monthly Breakdown dated 2012
3. Cancelled checks dated 2008
4. Check registers dated 2008

Payroll Records:

1. Cancelled Payroll Checks dated 2008
2. Payroll Earnings & Deductions Registers dated 2011
3. Quarterly Returns of Withholding of Federal Income Tax dated 2011
4. Quarterly Statements of State & Local Taxes Withheld dated 2011
5. Social Security Reports dated 2011
6. Time Cards & Attendance Records dated 2012
7. Unemployment Compensation Records dated 2011
8. Wage & Tax Statements (W-2 Forms) dated 2011
9. 1099 Forms dated 2011

Personnel Records:

1. Applications for Employment (not hired) dated 2013

Planning & Building/Zoning Code Enforcement Records:

1. Complaint, Citations, Notice of Violation & Investigations dated 2012
2. Zoning Hearing Board Applications dated more than 3 years after final decision

Public Health Records:

1. General Nuisance Records – Non-Structure (Ordinance Violations) dated 2013

Police Records:

1. Motor Vehicle Records – Parking Violations (Tickets) dated up to and including 2014

Public Works/Engineering Records:

2. Excavating Permits dated 2010

Tax Collection & Assessment Records:

1. Certification for taxes paid on Real Estate dated 2013
2. Change of Address dated 2013
3. Exoneration Certificates issued to Tax Collector dated 2010
4. General & Special Tax Ledgers & Related Records (Real Estate, Tax Duplicate, Occupational, Earned Income, Amusement, Cable Franchise, etc.) dated 2008
5. Public Utility Realty Reports dated 2008
6. Real Estate Transfer Records dated 2013
7. Tax Bills, Paid Receipts dated 2013
8. Assessment Appeals Papers dated 2012

Waste Management & Sewage Disposal Records:

1. Sewer & Trash Receipts dated 2012

ENACTED and RESOLVED this 12th day of January, 2016.

Attest:

Marietta Borough Council

Borough Secretary/Treasurer

Sharon L. Renninger, President

SEAL

Council members: Bridey Hannold
Steven E. Foreman
Marcus Snow
Harold Kulman
Glen Mazis
Leah Nagle
Ray Vegso, Mayor