

RESOLUTION 01-09

RESOLVED BY THE BOROUGH COUNCIL, OF BOROUGH OF MARIETTA
BOROUGH, LANCASTER COUNTY, PENNSYLVANIA, THAT

WHEREAS, by virtue of Resolution Number 08-03, adopted May 13, 2003, 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 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 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 2002
2. Insurance Claims & Policies dated 2002
3. Survey of Financial Condition dated 2004
4. Public Hearing Notices & Proof of Publications dated pre-1998
5. Forms 1096 & 1099 dated pre-2001

Personnel Records:

1. Applications for Employment (not hired) dated 2006
2. Worker's Compensation Records dated 2002

Payroll Records:

1. Cancelled Payroll Checks dated 2001
2. Payroll Earnings & Deductions Registers dated 2004
3. Payroll Check Registers dated 2004
4. Quarterly Returns of Withholding of Federal Income Tax dated 2004
5. Quarterly Statements of State & Local Taxes Withheld dated 2004
6. Time Cards & Attendance Records dated 2005
7. Unemployment Compensation Records dated 2004
8. Wage & Tax Statements (W-2 Forms) dated 2004

General Financial & Purchasing Records:

1. General Fund Monthly Breakdowns dated 2004
2. Bank Statements & Reconciliations dated 2005
3. Bills & Invoices dated 2001
4. Cancelled Checks dated 2001
5. Check Registers dated 2001
6. Daily Cash Receipts dated 2005
7. Deposit Slips dated 2005

Tax Collection & Assessment Records:

1. Exoneration Certificates issued to Tax Collector dated 2003
2. Tax Bills (Paid Receipts) 2006
3. Occupational Privilege Tax Receipts dated 2001
4. Per Capita Tax Receipts & Listings dated 2001
5. Amusement Permits dated 2001
6. Assessment Appeal Papers dated 2005
7. Change of Assessment Notices dated 2003
8. Borough & County Real Estate Tax Report dated 2006
9. County Real Estate Delinquent Tax Receipts, Transfer Tax Receipts, Interim Receipts & Commission Receipts dated 2006
10. Public Utility Realty Reports dated pre-2001
11. Real Estate Tax Correspondence dated 2006

Police Records:

1. Parking Violation Notices dated 2003

Public Health Records:

1. General Nuisance Records – Non-Structure (Ordinance Violations) dated 2006

Public Works/Engineering Records:

1. Excavating Permits dated 2003
2. Liquid Fuels Tax Records dated 2001

Waste Management & Sewage Disposal Records:

1. Recycling Program Records dated 2003
2. Sewer & Trash Receipts dated 2006

Planning & Building/Zoning Code Enforcement Records:

1. Notice of Violations dated 2005
2. Status of Occupancy Reports dated 2005
3. Zoning Hearing Board Applications dated 2005

Tapes of Public Meetings Used to Create Official Meeting Minutes:

1. All audio tapes of Borough public meetings used to create the official Borough meeting minutes prior to December 31, 2008

It shall be the policy of the Borough effective immediately that all audio tapes of Borough public meetings used to create the official Borough meeting minutes shall be erased after the Borough meeting minutes are officially accepted by the Borough Council at a public meeting

ENACTED and RESOLVED this 13th day of January 2009.

Attest:

Marietta Borough Council

Borough Secretary/Treasurer

Miriam N. Fletcher, President

SEAL

Council members: Darrell W. Clark, Vice-President
Kasey Barninger
Peggy A. Brewer
Everett E. Nagel
John L. Rice
Barbara S. Wilson
Oliver C. Overlander, II, Mayor