

RESOLUTION 02-10

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 2003
2. Insurance Claims & Policies dated 2003
3. Survey of Financial Condition dated 2005
4. Public Hearing Notices & Proof of Publications dated 1999
5. Forms 1096 & 1099 dated 2002

Personnel Records:

1. Applications for Employment (not hired) dated 2007
2. Worker's Compensation Records dated 2003

Payroll Records:

1. Cancelled Payroll Checks dated 2002
2. Payroll Earnings & Deductions Registers dated 2005
3. Payroll Check Registers dated 2005
4. Quarterly Returns of Withholding of Federal Income Tax dated 2005
5. Quarterly Statements of State & Local Taxes Withheld dated 2005
6. Time Cards & Attendance Records dated 2006
7. Unemployment Compensation Records dated 2005
8. Wage & Tax Statements (W-2 Forms) dated 2005

General Financial & Purchasing Records:

1. General Fund Monthly Breakdowns dated 2005
2. Bank Statements & Reconciliations dated 2006
3. Bills & Invoices dated 2002
4. Cancelled Checks dated 2002
5. Check Registers dated 2002
6. Daily Cash Receipts dated 2006
7. Deposit Slips dated 2006

Tax Collection & Assessment Records:

1. Exoneration Certificates issued to Tax Collector dated 2004
2. Tax Bills (Paid Receipts) 2007
3. Occupational Privilege Tax Receipts dated 2002

4. Amusement Permits dated 2002
5. Assessment Appeal Papers dated 2006
6. Change of Assessment Notices dated 2004
7. Borough & County Real Estate Tax Report dated 2007
8. County Real Estate Delinquent Tax Receipts, Transfer Tax Receipts, Interim Receipts & Commission Receipts dated 2007
9. Public Utility Realty Reports dated pre-2002
10. Real Estate Tax Correspondence dated 2007

Police Records:

1. Parking Violation Notices dated 2004

Public Health Records:

1. General Nuisance Records – Non-Structure (Ordinance Violations) dated 2007

Public Works/Engineering Records:

1. Excavating Permits dated 2004
2. Liquid Fuels Tax Records dated 2002

Waste Management & Sewage Disposal Records:

1. Recycling Program Records dated 2004
2. Sewer & Trash Receipts dated 2007

Planning & Building/Zoning Code Enforcement Records:

1. Notice of Violations dated 2006
2. Status of Occupancy Reports dated 2006
3. Zoning Hearing Board Applications dated 2006

ENACTED and RESOLVED this 4th day of January 2010.

Attest:

Marietta Borough Council

Borough Secretary/Treasurer

President

SEAL

Council members: Kasey Barninger
Peggy A. Brewer
Miriam N. Fletcher
Everett E. Nagel
John L. Rice
Barbara S. Wilson
Oliver C. Overlander, II, Mayor