

RESOLUTION 01-08

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 2001
2. Insurance Claims & Policies dated 2001
3. Survey of Financial Condition dated 2003

Personnel Records:

1. Applications for Employment (not hired) dated 2005
2. Worker's Compensation Records dated 2001

Payroll Records:

1. Cancelled Payroll Checks dated 2000
2. Payroll Earnings & Deductions Registers dated 2003
3. Payroll Check Registers dated 2003
4. Quarterly Returns of Withholding of Federal Income Tax dated 2003
5. Quarterly Statements of State & Local Taxes Withheld dated 2003
6. Time Cards & Attendance Records dated 2004
7. Unemployment Compensation Records dated 2003
8. Wage & Tax Statements (W-2 Forms) dated 2003

General Financial & Purchasing Records:

1. General Fund Monthly Breakdowns dated 2003
2. Bank Statements & Reconciliations dated 2004
3. Bills & Invoices dated 2000
4. Cancelled Checks dated 2000
5. Check Registers dated 2000
6. Daily Cash Receipts dated 2004
7. Deposit Slips dated 2004

Tax Collection & Assessment Records:

1. Exoneration Certificates issued to Tax Collector dated 2002
2. Tax Bills (Paid Receipts) 2005
3. Occupational Privilege Tax Receipts dated 2000
4. Per Capita Tax Receipts & Listings dated 2000
5. Amusement Permits dated 2000
6. Assessment Appeal Papers dated 2004
7. Change of Assessment Notices dated 2002
8. Borough & County Real Estate Tax Report dated 2005
9. County Real Estate Delinquent Tax Receipts, Transfer Tax Receipts, Interim Receipts & Commission Receipts dated 2005
10. Real Estate Tax Correspondence dated 2005

Police Records:

1. Parking Violation Notices dated 2002

Public Health Records:

1. General Nuisance Records – Non-Structure (Ordinance Violations) dated 2005

Public Works/Engineering Records:

1. Excavating Permits dated 2002
2. Liquid Fuels Tax Records dated 2000

Waste Management & Sewage Disposal Records:

1. Recycling Program Records dated 2002
2. Sewer & Trash Receipts dated 2005

Planning & Building/Zoning Code Enforcement Records:

1. Notice of Violations dated 2004
2. Status of Occupancy Reports dated 2004
3. Zoning Hearing Board Applications dated 2004

ENACTED and RESOLVED this 8th day of January 2008.

Attest:

Marietta Borough Council

Borough Secretary/Treasurer

Miriam N. Fletcher, President

SEAL

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