

**DISPOSITION OF SPECIFIC BOROUGH RECORDS  
RESOLUTION 01-2012**

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 2005
2. Insurance Claims & Policies dated 2005
3. Liquid Fuels Tax Records dated 2004
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 2005
7. Peddlers Permits dated 2008
8. Public Meeting/Hearing Notices & Proof of Publication dated 2001
9. Recycling Reports dated 2001
10. Survey of Financial Condition dated 2008
11. Treasurer's Bond Certificates dated 2003

Financial & Purchasing Records

1. Accounts Payable Files & Ledgers dated 2004
2. General Fund Monthly Breakdown dated 2007
3. Cancelled checks dated 200
4. Check registers dated 2004

Payroll Records:

1. Cancelled Payroll Checks dated 2004
2. Payroll Earnings & Deductions Registers dated 2007

3. Quarterly Returns of Withholding of Federal Income Tax dated 2007
4. Quarterly Statements of State & Local Taxes Withheld dated 2007
5. Social Security Reports dated 2007
6. Time Cards & Attendance Records dated 2008
7. Unemployment Compensation Records dated 2007
8. Wage & Tax Statements (W-2 Forms) dated 2007
9. 1099 Forms dated 2007

Personnel Records:

1. Applications for Employment (not hired) dated 2009

Planning & Building/Zoning Code Enforcement Records:

1. Complaint, Citations, Notice of Violation & Investigations dated 2008
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 2009

Police Records:

1. Motor Vehicle Records - Parking Violations (Tickets) dated up to and including 2010

Public Works/Engineering Records:

2. Excavating Permits dated 2006

Tax Collection & Assessment Records:

1. Certification for taxes paid on Real Estate dated 2009
2. Change of Address dated 2009
3. Exoneration Certificates issued to Tax Collector dated 2006
4. General & Special Tax Ledgers & Related Records (Real Estate, Tax Duplicate, Occupational, Earned Income, Amusement, Cable Franchise, etc.) dated 2004
5. Public Utility Realty Reports dated 2004
6. Real Estate Transfer Records dated 2009
7. Tax Bills, Paid Receipts dated 2009
8. Assessment Appeals Papers dated 2008

Waste Management & Sewage Disposal Records:

1. Sewer & Trash Receipts dated 2008

ENACTED and RESOLVED this 3<sup>rd</sup> day of January 2012.

Attest:

Marietta Borough Council

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Borough Secretary/Treasurer

President

SEAL

Council members: David M. deVitry  
Miriam N. Fletcher  
Everett E. Nagel  
John L. Rice  
William B. Roberts  
Phyllis E. Stellfox  
Barbara S. Wilson  
Oliver C. Overlander, II, Mayor