

**DISPOSITION OF SPECIFIC BOROUGH RECORDS
RESOLUTION 01-2022**

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 2016
2. Insurance Claims & Policies dated 2015
3. Liquid Fuels Tax Records dated 2014
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 2015
7. Peddlers Permits dated 2017
8. Public Meeting/Hearing Notices & Proof of Publication dated 2009
9. Recycling Reports dated 2011
10. Survey of Financial Condition dated 2018
11. Treasurer's Bond Certificates dated 2014

Financial & Purchasing Records

1. Accounts Payable Files & Ledgers dated 2014
2. General Fund Monthly Breakdown dated 2018
3. Cancelled checks dated 2014
4. Check registers dated 2014

Housing & Rental Property Records:

1. Housing Inspection Forms & Housing Ordinance Rental Permits dated 2016 or before
2. Status Occupancy Reports dated 2016 or before
3. Addendum to Residual rental agreement dated 2016 or before

Payroll Records:

1. Cancelled Payroll Checks dated 2014
2. Payroll Earnings & Deductions Registers dated 2017
3. Quarterly Returns of Withholding of Federal Income Tax dated 2017
4. Quarterly Statements of State & Local Taxes Withheld dated 2017

5. Social Security Reports dated 2017
6. Time Cards & Attendance Records dated 2018
7. Unemployment Compensation Records dated 2017
8. Wage & Tax Statements (W-2 Forms) dated 2017
9. 1099 Forms dated 2017

Personnel Records:

1. Applications for Employment (not hired) dated 2019

Planning & Building/Zoning Code Enforcement Records:

1. Complaint, Citations, Notice of Violation & Investigations dated 2018
2. Zoning Hearing Board Applications dated more than 3 years after final decision
3. Building and Housing Construction Records/Building Permits and Applications dated 2016

Public Health Records:

1. General Nuisance Records – Non-Structure (Ordinance Violations) dated 2019

Police Records:

1. Motor Vehicle Records – Parking Violations (Tickets) dated up to and including 2020
2. Parking Permits dated 2018

Public Works/Engineering Records:

3. Excavating Permits dated 2016

Tax Collection & Assessment Records:

1. Certification for taxes paid on Real Estate dated 2019
2. Change of Address dated 2019
3. Exoneration Certificates issued to Tax Collector dated 2016
4. General & Special Tax Ledgers & Related Records (Real Estate, Tax Duplicate, Occupational, Earned Income, Amusement, Cable Franchise, etc.) dated 2014
5. Public Utility Realty Reports dated 2014
6. Real Estate Transfer Records dated 2019
7. Tax Bills, Paid Receipts dated 2019
8. Assessment Appeals Papers dated 2018

Waste Management & Sewage Disposal Records:

1. Sewer & Trash Receipts dated 2018

ENACTED and RESOLVED this **4th** day of **January, 2022.**

Attest:

Marietta Borough Council

Borough Secretary/Treasurer

President

SEAL