

**NOTE: RECORDS CHANGED – BANK STATEMENTS WENT FROM 3 YRS TO 7 YRS  
ADD TO FINANCIAL – BANK STATEMENTS & RECONCILIATIONS DATED 2007 IN 2014  
DEPOSIT SLIPS DATED 2007 IN 2014  
TAX COLLECTION'S MONTHLY REPORTS TO TAXING DISTRICTS DATED 2008 IN 2015  
DISPOSITION OF SPECIFIC BOROUGH RECORDS  
RESOLUTION 01-2011**

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 2004
2. Insurance Claims & Policies dated 2004
3. Liquid Fuels Tax Records dated 2003
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 up to and including 2004
7. Peddlers Permits dated up to and including 2007
8. Public Meeting/Hearing Notices & Proof of Publication dated 2000
9. Recycling Reports dated 2000
10. Survey of Financial Condition dated 2006 and 2007
11. Treasurer's Bond Certificates dated 2002

Financial & Purchasing Records

1. Accounts Payable Files & Ledgers dated 2003
2. General Fund Monthly Breakdown dated 2006
3. Cancelled checks dated 2003
4. Check registers dated 2003

Payroll Records:

1. Cancelled Payroll Checks dated 2003
2. Payroll Earnings & Deductions Registers dated 2006
3. Quarterly Returns of Withholding of Federal Income Tax dated 2006
4. Quarterly Statements of State & Local Taxes Withheld dated 2006
5. Social Security Reports dated 2006
6. Time Cards & Attendance Records dated 2007
7. Unemployment Compensation Records dated 2006
8. Wage & Tax Statements (W-2 Forms) dated 2006
9. 1099 Forms dated 2006

Personnel Records:

1. Applications for Employment (not hired) dated 2008

Planning & Building/Zoning Code Enforcement Records:

1. Complaint, Citations, Notice of Violation & Investigations dated 2007
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 2008

Police Records:

1. Motor Vehicle Records – Parking Violations (Tickets) dated up to and including 2009

Public Works/Engineering Records:

2. Excavating Permits dated 2005

Tax Collection & Assessment Records:

1. Certification for taxes paid on Real Estate dated 2008
2. Change of Address dated 2008
3. Exoneration Certificates issued to Tax Collector dated 2005
4. General & Special Tax Ledgers & Related Records (Real Estate, Tax Duplicate, Occupational, Earned Income, Amusement, Cable Franchise, etc.) dated 2003
5. Public Utility Realty Reports dated 2003
6. Real Estate Transfer Records dated 2008
7. Tax Bills, Paid Receipts dated 2008
8. Assessment Appeals Papers dated 2007

Waste Management & Sewage Disposal Records:

1. Sewer & Trash Receipts dated 2007

ENACTED and RESOLVED this 11<sup>th</sup> day of January 2011.

Attest:

Marietta Borough Council

\_\_\_\_\_  
Borough Secretary/Treasurer

\_\_\_\_\_  
President

SEAL

Council members: Barbara S. Wilson, Vice-President  
Peggy A. Brewer  
David M. deVitry  
Everett E. Nagel  
John L. Rice  
Phyllis E. Stellfox  
Oliver C. Overlander, II, Mayor