

**DISPOSITION OF SPECIFIC BOROUGH RECORDS  
RESOLUTION 2014-01**

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 2007
2. Insurance Claims & Policies dated 2007
3. Liquid Fuels Tax Records dated 2006
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 2007
7. Peddlers Permits dated 2010
8. Public Meeting/Hearing Notices & Proof of Publication dated 2003
9. Recycling Reports dated 2003
10. Survey of Financial Condition dated 2010
11. Treasurer's Bond Certificates dated 2005

Financial & Purchasing Records

1. Accounts Payable Files & Ledgers dated 2006
2. General Fund Monthly Breakdown dated 2009
3. Cancelled checks dated 2006
4. Check registers dated 2006

Payroll Records:

1. Cancelled Payroll Checks dated 2006
2. Payroll Earnings & Deductions Registers dated 2009
3. Quarterly Returns of Withholding of Federal Income Tax dated 2009
4. Quarterly Statements of State & Local Taxes Withheld dated 2009
5. Social Security Reports dated 2009
6. Time Cards & Attendance Records dated 2010
7. Unemployment Compensation Records dated 2009
8. Wage & Tax Statements (W-2 Forms) dated 2009
9. 1099 Forms dated 2009

Personnel Records:

1. Applications for Employment (not hired) dated 2011

Planning & Building/Zoning Code Enforcement Records:

1. Complaint, Citations, Notice of Violation & Investigations dated 2010
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 2011

Police Records:

1. Motor Vehicle Records – Parking Violations (Tickets) dated up to and including 2012

Public Works/Engineering Records:

2. Excavating Permits dated 2008

Tax Collection & Assessment Records:

1. Certification for taxes paid on Real Estate dated 2011
2. Change of Address dated 2011
3. Exoneration Certificates issued to Tax Collector dated 2008
4. General & Special Tax Ledgers & Related Records (Real Estate, Tax Duplicate, Occupational, Earned Income, Amusement, Cable Franchise, etc.) dated 2006
5. Public Utility Realty Reports dated 2006
6. Real Estate Transfer Records dated 2011
7. Tax Bills, Paid Receipts dated 2011
8. Assessment Appeals Papers dated 2010

Waste Management & Sewage Disposal Records:

1. Sewer & Trash Receipts dated 2010

ENACTED and RESOLVED this 14<sup>th</sup> day of January 2014.

Attest:

Marietta Borough Council

Sharon Z. Bradnick

Borough Secretary/Treasurer

David M. deVitry

David M. deVitry, President

SEAL

Council members: Allen J. Clements  
Steven E. Foreman  
Sharon Renninger  
William B. Roberts  
James C. Sargen  
Eric Kramer  
Ray Vegso, Mayor