

**DISPOSITION OF SPECIFIC BOROUGH RECORDS  
RESOLUTION 01-2019**

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 2013
2. Insurance Claims & Policies dated 2012
3. Liquid Fuels Tax Records dated 2011
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 2012
7. Peddlers Permits dated 2015
8. Public Meeting/Hearing Notices & Proof of Publication dated 2008
9. Recycling Reports dated 2008
10. Survey of Financial Condition dated 2015
11. Treasurer's Bond Certificates dated 2011

Financial & Purchasing Records

1. Accounts Payable Files & Ledgers dated 2011
2. General Fund Monthly Breakdown dated 2015
3. Cancelled checks dated 2011
4. Check registers dated 2011

Payroll Records:

1. Cancelled Payroll Checks dated 2011
2. Payroll Earnings & Deductions Registers dated 2014
3. Quarterly Returns of Withholding of Federal Income Tax dated 2014
4. Quarterly Statements of State & Local Taxes Withheld dated 2014
5. Social Security Reports dated 2014
6. Time Cards & Attendance Records dated 2015
7. Unemployment Compensation Records dated 2014
8. Wage & Tax Statements (W-2 Forms) dated 2014
9. 1099 Forms dated 2014

Personnel Records:

1. Applications for Employment (not hired) dated 2016

Planning & Building/Zoning Code Enforcement Records:

1. Complaint, Citations, Notice of Violation & Investigations dated 2015
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 2016

Police Records:

1. Motor Vehicle Records – Parking Violations (Tickets) dated up to and including 2017

Public Works/Engineering Records:

2. Excavating Permits dated 2013

Tax Collection & Assessment Records:

1. Certification for taxes paid on Real Estate dated 2016
2. Change of Address dated 2016
3. Exoneration Certificates issued to Tax Collector dated 2013
4. General & Special Tax Ledgers & Related Records (Real Estate, Tax Duplicate, Occupational, Earned Income, Amusement, Cable Franchise, etc.) dated 2011
5. Public Utility Realty Reports dated 2011
6. Real Estate Transfer Records dated 2016
7. Tax Bills, Paid Receipts dated 2016
8. Assessment Appeals Papers dated 2015

Waste Management & Sewage Disposal Records:

1. Sewer & Trash Receipts dated 2015

ENACTED and RESOLVED this **8<sup>th</sup>** day of **January, 2019.**

Attest:

Marietta Borough Council

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

\_\_\_\_\_  
President

SEAL