

## **RESOLUTION NO. 81108-2**

**WHEREAS**, by virtue of Resolution No. 81108-1, adopted on August 11, 2008, the Borough Council of the Borough of Gettysburg declared its intend to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993 and any amendments thereto; 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; and

**WHEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Gettysburg, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

### **Finance Office:**

Payroll ledgers and distribution reports -1966 to 1982 and 1986 to 2000;

Employee Timesheets – 1994 to 1998 and 2000;

Quarterly Returns of Withholding of Federal, State and Local Taxes – 1994, 1996, 1997 and 2000;

Account Distribution Reports – 1958 to 1961, 1965 to 1976, 1978 to 2000;

Accounts Payable Files, Ledgers and Bills – 1958 to 1961, 1965 to 1976, 1978 to 2000;

Accounts Receivable Files, Ledgers – 1958 to 1961, 1965 to 1976, 1978 to 2000;

Daily Cash Records (all funds) – 1958 to 1961, 1965 to 1976, 1978 to 2000; and

Bank statements and cancelled checks – 1994 to 2000.

### **Police Department:**

All complaints or incident reports – 1958 to 1997 (no arrest filed or have summary violations and are not part of a criminal history file;

All citations – 1958 to 1997 (traffic and non-traffic that are not part of a criminal history file;

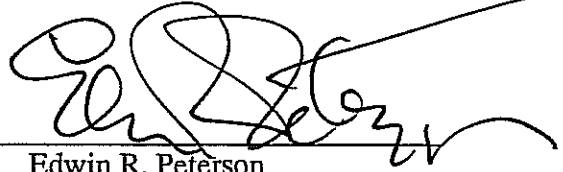
Accident reports – 1958 to 1997 (closed for more than 5 years);

Requests for Removal of Abandoned or Impounded Vehicles – 1958 to 1997.

**THIS RESOLUTION DULY ADOPTED** according to law on this 11<sup>th</sup> day of August, 2008, at a duly advertised meeting of the Borough Council of the Borough of Gettysburg.

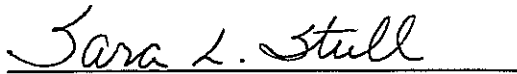
**BOROUGH OF GETTYSBURG**

By:



Edwin R. Peterson  
President of Borough Council

Attest:



Sara L. Stull, Secretary

**APPROVED** this 11<sup>th</sup> day of August, 2008.

By:



William E. Troxell, Mayor