

**RESOLUTION NO. 050823-2**

**A RESOLUTION OF THE BOROUGH COUNCIL OF  
THE BOROUGH OF GETTYSBURG, ADAMS COUNTY,  
PENNSYLVANIA, AUTHORIZING THE DISPOSITION AND  
DESTRUCTION OF CERTAIN NON-PERMANENT PUBLIC  
RECORDS OF THE BOROUGH OF GETTYSBURG.**

**WHEREAS**, by virtue of Resolution No. 021020-4, adopted on February 10, 2020, the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, declared its intent to dispose of and manage its records pursuant to the statutory requirements of Act 428 of 1968 of the Commonwealth of Pennsylvania (the “Municipal Records Act”) and to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, as amended March 28, 2019 and any subsequent amendments thereto (the “Municipal Records Manual”); and

**WHEREAS**, in accordance with the Municipal Records Act, each individual act of disposition of records shall be approved by resolution of the governing body of the municipality.

**WHEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, in accordance with the above cited Municipal Records Act and consistent with schedules and procedures for the disposition and management of municipal records as set forth in the Municipal Records Manual, hereby authorizes the disposition and destruction of the following non-permanent public records of the Borough of Gettysburg:

**FINANCE DEPARTMENT**

Accounts payable records (A-Z) - 2015 (2 boxes)  
Accounts receivable records (invoices/payments) (A-Z) - 2015 (2 boxes)  
Bank deposits/Deck CC Deposits – 2014 (1 box)  
Tax duplicates – 2015 and 2016

**HUMAN RESOURCES DEPARTMENT/ADMINISTRATIVE & LEGAL RECORDS**

Dental insurance policies and claims – 2013 to 2017  
Vision insurance policies and claims – 2009 to 2015  
Accident claims – 2015 to 2019  
Insurance policies (Hockley & O’Donnell) – 2005 to 2009  
Police Interest Arbitration Documents – 1993, 2002 and 2004  
Police lawsuits – 2004, 2005 and 2006

**PLANNING, ZONING AND CODE ENFORCEMENT DEPARTMENT**

Regulated Rental Unit Occupancy – 2003 to 2018 (12 boxes)  
(licenses, applications, inspections)  
Code violations/enforcement – 1989 to 2018 (7 boxes)  
Street opening permits – 2003 to 2016 (1/2 box)  
Transient retail business permits – 2010 to 2019 (1/2 box)  
Outdoor dining permits – 2016 to 2019 (1/4 box)  
Yard sale permits – 2016 to 2019 (1/4 box)  
Amusement licenses – 2017 to 2018 (1/4 box)  
Solicitation licenses – 2017 to 2019 (1/4 box)  
Banner permits – 2009 (1/8 box)  
Explosive license records – 2016 to 2019 (30 pages)  
Land use and building permits – 2017-2022

**POLICE DEPARTMENT**

Police Daily Logs – 2015 to 2020

**PUBLIC WORKS DEPARTMENT**

Highway Equipment Bids/Contracts – 2011 to 2016

**THIS RESOLUTION DULY ADOPTED** according to law on this 8<sup>th</sup> day of May, 2023, at a duly advertised general monthly business meeting of the Borough Council of the Borough of Gettysburg.

**BOROUGH OF GETTYSBURG**

By: Wesley K. Heyser  
Wesley K. Heyser  
President of Borough Council

Attest:

Sara L. Stull  
Sara L. Stull, Secretary