

RESOLUTION NO. 061421-2

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:

PLANNING DEPARTMENT

Horse Drawn Carriage Licenses/Applications - for years 2004 through 2016.

Walking Tour Licenses – for years 2009 through 2017.

Amusement Licenses – for years 2009 through 2017.

Yard Sale permits – for year 1996 and years 2004 through 2015.

Fire Prevention Permits/Applications – for years 2002 through 2006, years 2008 through 2010 and years 2012 to 2016.

Banner Permits/Applications – for years 2003 through 2016.

Assemblage Permits/Applications – for years 1996, 1998, 1999, 2001, 2002, 2010, 2011 and 2012.

Solid Waste Garbage Contracts – for years 2002 and 2003.

Gettysburg College Student Housing Inventory – for year 2008.

Sample Ordinances, Plans and Studies – for years 1995 through 2019.

Duplicates and Miscellaneous Correspondence Regarding Zoning – for years 2006 through 2008.

Proposals for Services – for year 2005.

Copies and Duplicates of Plans, Studies and Ordinances – for years 1995 through 2020.

Contract for Planning Services – for year 2005.

Miscellaneous Correspondence for Planning and Zoning – for years 1995 through 2008.

PUBLIC WORKS DEPARTMENT

Street Cut/Digging Permits – for years 2002 through 2012.
Fuel Reports – for years 2002 through 2012.

PARKING DEPARTMENT

Parking Key Cards – for years 2011 through 2014.
Parking Deck Deposits – for years 2011 through 2015.
Parking Department Reports – for years 2006, 2007, 2012 and 2013.
Parking Citations – for years 2009 through 2016.
Voided Parking Tickets – for years 2007, 2015 and 2016.
Residential Parking Permits, Racehorse Alley Parking Garage and Meter Bag Permits – for years 2009 through 2016.
Parking Tickets – for years 2001 through 2015.
Yard Sale Applications – for years 2011, 2012 and 2014.
Parking Dispute Forms – for year 2016.
Parking Garage Maintenance Bids – for year 2010.
Whittaker Parking Garage System – for year 2011.
Parking Enforcement Officer Daily Logs Sheets – for years 2009 through 2016.
Parking Complaints – for years 2015 and 2017.
Parking Letters – for years 2009 through 2015.
Parking Receipt Books – for years 2013 through 2015.
Parking Enforcement Officers Uniform List – for year 2015.
Parking Employee Time off Request – for year 2015.
Autocite Program Information – for year 2013.

HUMAN RESOURCES

State Ethics Commission Forms – for years 2007 through 2015.
Employment Applications not hired – for years 2010 through 2017.
Employee I9 Forms (Employment Eligibility Forms) – for years 1989 through 2014.
Right to Know Requests – for years 2017 and 2018.
Waste Hauler Garbage Contracts & Bids – for years 2002, 2003 and 2010.
Hockley & O'Donnell Insurance Policies – for years 2009 through 2014.
Health Insurance, Group Life, Vision and Dental Policies – for years 1992, 1995 through 2000, and years 2010 through 2012.
Employment Enrollment Forms for Insurance – for years 1992, 1995 through 2000, and years 2010 through 2012.
Reimbursement to Employees for Dental and Vision – for year 1992, years 1995 through 2000, and years 2010 through 2012.
Employee W-2 – for years 1980 through 2007.
Auto and Property Accident Claims and Incident Reports – for years 2009 through 2014.
Civil Service Commission Records – for years 2008 through 2014.

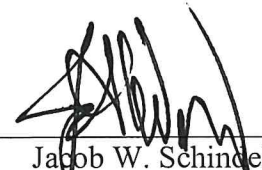
Police Labor Union Contracts – for years 1972 through 1998.
Union Grievances – for years 1992, 1998 and 2001, and years 2004 through 2016.
Worker’s Compensation Claims – for years 2002 through 2016.

FINANCE

Tax Duplicates and Assessment Changes – for years 1994 through 1999 and years 2000 through 2013.
Cash Receipts, Purchase Orders, Sales Receipts, Balance Sheets, Work Papers, Bank Statements, Fuel Transactions and Reports – for years 2005 to 2016.
Highway Aid Bids, Invoices paid and Fuels Sheets - for years 1995, 1996, 2001 and years 2003 through 2009.


THIS RESOLUTION DULY ADOPTED according to law on this 14th day of June, 2021, at a duly advertised general monthly business meeting of the Borough Council of the Borough of Gettysburg.

BOROUGH OF GETTYSBURG

By: 

Jacob W. Schindel
President of Borough Council

Attest:



Sara L. Stull, Secretary