

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION 2-2009

RESOLVED BY BOROUGH COUNCIL OF THE BOROUGH OF SPRING GROVE, YORK COUNTY, PENNSYLVANIA, THAT

WHEREAS, by virute of Resolution No. 3-1996, adopted August 5, 1996, the Borough of Spring Grove 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 That the Borough Council of The Borough of Spring Grove, York County, Pennsylvania, in accordance with the above cited Municipal Records manual, herby authorizes the disposition of the following public records, as recorded by record title, year(s) and cubic feet:

ADMINISTRATIVE AND LEGAL RECORDS

Temporary Construction Easements	1992	1/8 cubic feet
Proof of Publication	1986-1998	1 ½ cubic feet
Ethics Commission Forms	2003	1/8 cubic feet
Duplicate Code Books (11)	2008	2 ½ cubic feet

PERSONNEL RECORDS

Employees Who Separate Without Post-Termination Benefits	1997-2002	2 ¼ cubic feet
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PAYROLL RECORDS

Payroll Earnings & Deductions	2003	2 cubic feet
Payroll Taxes	2004	½ cubic feet
Wage and Tax Statements (W-2)	2003	1/8 cubic feet

GENERAL FINANCIAL AND PURCHASING RECORDS

Deposit Slips (Receipts)	2005	1 ½ cubic feet
Utility & Service Bills	2001	2 cubic feet

General Ledgers	2001	1/8 cubic feet
Purchase Orders	2001	1 ½ cubic feet
Bank Statements and Reconciliations	2005	½ cubic feet
Returned Checks	2005	½ cubic feet
Debit Receipts	2005	½ cubic feet
Cash Receipts	2005	½ cubic feet

TAX COLLECTION AND ASSESSMENT RECORDS

Tax Exonerations	2002-2003	½ cubic feet
Tax Additions	2002-2003	½ cubic feet
Tax: Per Capita	1990 - 1994	1 cubic feet
Tax Appeals	1990, 1992,1994	¼ cubic feet

POLICE RECORDS

Parking Violations (Tickets)	2005-2006	1 cubic feet
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PLANNING AND BUILDING / ZONING CODE ENFORCEMENT RECORDS

Code Violations	1994	1/8 cubic feet
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RESOLVED this 2nd day of March 2009.

ATTEST

SPRING GROVE BOROUGH COUNCIL

Andrew N. Shaffer, Secretary

Richard P. Legore, President

BOROUGH SEAL

I approve the within Resolution.

Dolores J. Aumen, Mayor