

RESOLUTION #2-2018

A RESOLUTION PROVIDING FOR THE DISPOSITION OF CERTAIN RECORDS OF THE BOROUGH OF CATASAUQUA PURSUANT TO RESOLUTIONS #11-93 AND #7-10 AND THE RETENTION AND DISPOSAL SCHEDULE OF PENNSYLVANIA MUNICIPALITIES ISSUED BY THE PENNSYLVANIA HISTORICAL MUSEUM COMMISSION, DIVISION OF ARCHIVES AND MANUSCRIPTS.

WHEREAS, Resolutions #11-93 and #7-10 of the Borough of Catasauqua adopted the procedures for the disposition of records; and

WHEREAS, the aforesaid schedule requires each individual act of disposition of records to be approved by resolution of Council.

NOW, THEREFORE BE IT RESOLVED by the Council of the Borough of Catasauqua, County of Lehigh and Commonwealth of Pennsylvania:

SECTION 1: That the following records are hereby authorized to be disposed of by the Borough Manager in accordance with the provisions of Resolutions #11-93 and #7-10 and the Retention and Disposition Schedule for Records of Pennsylvania Municipalities developed pursuant to the Municipal Records Act:

- A. Earned Income Tax Records as hereinafter listed, through 2011:
  - Final Returns
  - Employer Quarterlies
  - Reconciliations
  - Self-Employed Returns
- B. Daily Cash Book and Bank Statements, Real Estate and Per Capita Tax Bills, each through calendar year 2012.
- C. Vouchers, Bills, Invoices, Canceled Checks, Utility Service and Paid Receipts (Water, Sewer, Refuse), Seven-Year Retention, All Documents through 2010.
- D. Closed Accident and Workmen's Compensation Records through 2013.
- E. Payroll records as hereinafter listed through 2012:
  - Bi-Weekly Pay Period Reports, not including the final year-to-date Annual Summary Report
  - Time cards and Attendance Records
  - Quarterly Returns of Withholding of Federal Income Tax
  - Quarterly Statements of State and Local Taxes Withheld
  - Social Security Reports
  - Unemployment Compensation Records of Borough contributions
  - Wage and Tax Statements (W2 Forms)

F. Pretreatment program records, including:

Permits which have been expired through 2014, and all documents, laboratory reports and analyses and correspondence, including email correspondence, through 2014.

1. Except enforcement actions, EPA audits and inspections, and action items requiring response from EPA; each to be retained three years after being closed out.

G. Administrative Files which are no longer of administrative value, through 2007:

Routine correspondence and program files, and housekeeping records

H. Police Department records older than 2008, including:

Reports  
Arrest records with dispositions  
Citations  
Parking tickets  
Daily activity reports  
Disposition sheets  
Warning notices

SECTION 2: The above listed records to be disposed of in a manner decided upon by the Borough Manager.

ADOPTED AND APPROVED this 2<sup>nd</sup> day of January 2018.

BOROUGH OF CATASAUQUA

BY: \_\_\_\_\_  
Jessica Kroope  
Vice-President of Council

ATTEST: \_\_\_\_\_  
Eugene L. Goldfeder  
Secretary

APPROVED this 2<sup>nd</sup> day of January 2018.

BY: \_\_\_\_\_  
Vincent P. Smith  
Acting Mayor