

**MOUNT PLEASANT TOWNSHIP
RESOLUTION NO. 2019 – O**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MOUNT PLEASANT TOWNSHIP, COUNTY OF WASHINGTON, COMMONWEALTH OF PENNSYLVANIA, FOR THE DISPOSITION OF CERTAIN RECORDS IN ACCORDANCE WITH THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION MUNICIPAL RECORDS MANUAL.

WHEREAS, by virtue of Resolution No. 2003 - L, adopted August 27, 2003, Mount Pleasant Township declared its intent to follow the schedule and procedures for the disposition of records as set forth in the Municipal Records Manual approved, May 17, 1982 and most recently amended July 23, 2009; 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 Board of Supervisors of Mount Pleasant Township, Washington County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the public records indicated on Exhibit A, attached hereto.

RESOLVED and **ENACTED** by the Mount Pleasant Township Board of Supervisors this 25th day of September, 2019.

ATTEST:

BOARD OF SUPERVISORS:



Darla Protch
Township Manager/Secretary



Gary Farner, Chairman
Board of Supervisors

EXHIBIT A
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MOUNT PLEASANT TOWNSHIP

ADMINISTRATION & LEGAL:

- Secretary & Treasurer Bonds – 2011 and prior (7 years)
- Ethics Forms – 2013 and prior (5 years)
- Oath of Office – 2012 and prior (6 years)
- Survey of Financial Condition Forms – 2013 and prior (5 years)
- Right-to-Know Requests – 2016 and prior (2 years)

FINANCIAL & PURCHASING RECORDS:

- Accounts Payable bills and invoices – 2011 and prior (7 years) *
- *Note: We will be keeping bills regarding major purchases and equipment
- Bank Statements – 2011 and prior (7 years)
- Canceled Checks – 2011 and prior (7 years)

PAYROLL RECORDS:

- Employee Payroll Adjustments 2014 and prior (4 years)
- Quarterly Tax Returns (Federal, State & Local) – 2014 and prior (4 years)
- Time Sheets – 2015 and prior (3 years)
- W-2s, W-4s, and 1099s – 2014 and prior (4 years)

PERSONNEL RECORDS:

- Applications (not hired) – 2016 and prior (2 years)
- Employee Files no longer employed – 2013 and prior (5 years)

PLANNING & ZONING RECORDS:

- Floodplain Management Reports – 2013 and prior (5 years)

TAX COLLECTION RECORDS:

- Public Utility Realty Reports – 2011 and prior (7 years)
 - Tax Collector Monthly Reports – 2011 and prior (7 years)
 - Recorder of Deeds – 2011 and prior (7 years) **
- ** Manual says keep until of no administrative value, I would recommend 7 years.

RETENTION OF MUNICIPAL RECORDS

ADMINISTRATION & LEGAL:

- Secretary/Treasurer Bonds – 7 years
- Non-successful Bids – 3 years after job completion
- Certificates of Election – 11 months
- Ethic Forms – 5 years
- Oath of Office – 6 years
- Liquid Fuel canceled checks, bank statements, invoices and correspondence with PennDot – 7 years
- Public Meeting Notices & Proof of Publication – 10 years
- Survey of Financial Condition Forms – 5 years
- Right-to-Know Requests – 2 years

FINANCIAL & PURCHASING RECORDS:

- Accounts Payable bills and invoices – 7 years
- Accounts Receivable records – 7 years
- Bank Statements – 7 years
- Canceled Checks – 7 years

PAYROLL RECORDS:

- Employee Payroll Adjustments – 4 years
- Quarterly Tax Returns (Federal, State and Local) – 4 years
- Time Sheets – 3 years
- W-2s – 4 years
- W-4s – 4 years
- 1099s – 4 years

PERSONNEL RECORDS:

- Applications (not hired) – 2 years
- Employee Files no longer employed – 5 years

PLANNING & ZONING RECORDS:

- Floodplain Management Reports – 5 years

TAX COLLECTION RECORDS:

- Public Utility Realty Reports – 7 years
- Recorder of Deeds – until of no administrative value – I would recommend 7 years
- Tax Collector Monthly Reports – 7 years