

RESOLUTION 2020 - 4

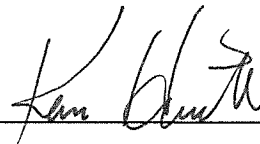
Resolved by the Borough Council of the Borough of Danville, Montour County, Pennsylvania,  
That

WHEREAS, by virtue of Resolution No. 2016-7, adopted April 12<sup>th</sup>, 2016, the Danville Borough declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records manual approved December 16, 2008 and amended on 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;

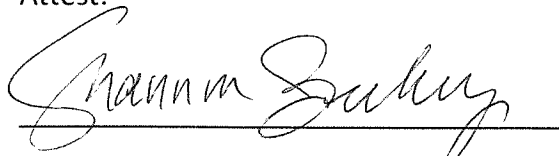
NOW, THEREFORE, BE IT RESOLVED that the Danville Borough of Danville, PA., Montour County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records attached hereto.

ADOPTED THIS 14<sup>th</sup> day of April 2020.



\_\_\_\_\_  
Kevin Herritt, Council President

Attest:



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Shannon Berkey, Danville Borough Manager

## Records to be disposed of:

### Administrative and Legal Records

- AL-12 Election Records
  - Ethics Commission Statements of Financial Interest – 2013, 2014
- AL-14 Grant Administration Records
  - CDBG - 1996
  - FEMA Flood Relief - 2011
  - Home Program 2005, 2009
  - PHEAA Part Time Applications – 2016, 2017
- AL-17 Insurance Claims and Policies
  - Insurance Policies – 2006, 2007, 2008, 2009, 2010, 2011, 2012
  - Insurance Claims Filed – 2006, 2007, 2008, 2009, 2010, 2011, 2012
- AL-37 Reports
  - Authority Reports - 2012

### Financial and Purchasing Records

- FN-1 Account Distribution Summaries (Treasurer's Report)
  - Journal Entries – 2012
- FN-2 Accounts Payable Files and Ledgers
  - Invoices – 2012
- FN-3 Accounts Receivable Files and Ledgers
  - Daily Receipts – 2012
  - Daily Water & Sewer Receipts – 2012
- FN-8 Balance Sheets
  - Balance Sheets, Income Statements and Budget Reports - 2012
- FN-9 Bank Statements and Reconciliation
  - Bank Statements – 2012
- FN-11 Check Registers
  - List of Bills - 2012
- FN- 12 Daily Cash Records
  - Cash Register Rolls - 2012
  - Receipt Books - 2012
  - Throw Out Sheets - 2012
- FN-13 Deposit Slips
  - 2012
- FN-16 Financial Statements
  - Fire Donation Reports – 2012
  - DCED Annual Filings – 2011, 2012
- FN-23 Utility and Paid Service Receipts
  - PP&L Bills – 2012

## Payroll Records

- PL-5 Payroll Earnings and Deductions Registers & PL-6 Payroll Voucher (Check) Register
  - Payroll Reports – 2012, 2013, 2015
- PL-14 Time Cards and Attendance Records
  - Timesheets – 2012, 2013, 2015
- PL-16 Wage and Tax Statements (W-2 Forms)
  - W-2 Forms – 2012, 2013, 2015

## Personnel Records

- PS-2 Applications for Employment (Not Hired)
  - 2009 Part Time Laborer
  - 2010 Sewer Operator
  - 2013 Code Officer
  - 2013 Sewer Operator
  - 2016 Water Maintenance Utility Operator
  - 2016 Flood Technician
  - 2017 Part Time Laborer
  - 2017 Street Operator

## Tax Collection and Assessment Records

- TA-6 General and Special Tax Ledgers and Related Records
  - Local Service Tax Returns - 2012

## Water Quality, Supply, and Distribution Records

- WQ-6 Meter Reading Records
  - Monthly Meter Reads - 2014
  - Quarterly Meter Reads – 2013, 2014

## Closed Projects 2001-2009

**Danville Borough**  
**Records to be Purged and Shredded**  
**Department - Police Department**

<u>Record Type</u>	<u>Retention Period</u>	<u>Info</u>	<u>Date Shredded</u>
Accident Reports	Retain 5 years after close of inv. If not part of Crim. History File	2013 - 2014	
Amusement Device Tax Paperwork		2000 thru 2018	
Calibration Records (Speed Eqpt)	Retain 5 years	2014	
Citations - (Traffic & Non-Traffic)	Retain 3 years in not part of Crim. History case file	2013 thru 2016	
Community Christmas Tree Files - cancelled checks, etc. A22		1978 thru Sept 2008	
Computer Upgrade paperwork		2012	
Crime Watch Information		Entire file	
Criminal Files	Over 20 years of of Deceased Individuals	Entire file	
Complaint Reports	Retain 3 years if not part of a criminal history case file	Paper copy - 2015-2016-2017-2018-2019	
Incident Reports	Retain 3 years if not part of a criminal history case file	the exception of Murder, Rape, Robbery, Sexual Assault - 2015-2016	
Council Meeting Files (Police Dept)	Purged all info except actual monthly report and council meeting minutes	2017-2018	
Daily Activity Logs	Retain 3 years after last entry	Paper Copy - 2015.2016.2017.-2018 -2019	
Drug Task Force Policy Book		2009	
Fire Police Request for Assistance		2007-2018	
Grant files	Retain 7 years (?)	All grant files rom 2005 thru 2011	
Information mailed to Harrisburg	Re: Drivers License and Registrations, etc.	1986 thru 2017	
Junk vehicle Reports		2014-2015-2016-2017-2018	
Lawsuit paperwork		(Jaworski 1989) and Coira	
Missing Person Files - Cleared and Closed		1977 thru 2017	
Maintenance Paperowrk		2014-2015-20166-2017-2018	
Packing slips, etc		2014-2015-2016-2017-2018	

**Danville Borough**  
**Records to be Purged and Shredded**  
**Department - Police Department**

Paperwork for computers donated		2010	
Parking tickets (paid, voided,, etc)	Retain 3 years after expiration or denial of application	2017-2018	
Penndot Permits (Special events, pardes, banners, etc)	Retain 3 years after event closed, etc.	2003-2004-2005-2006-2007-2008-2009-2010-2011- 2012-2013-2014-2015-2016	
Purchase Order Files	Reain 6 years	2011-2012-2013	
Purchasing Files (Cars)		2010	
Reimbursment files	Saftey Grant and Task Force Grant	2014-2015-2016-2017-2018	
Regional Paperwork		Entire file from 1999	
Request for Criminal History and Criminal History Dissemination Records if no criminal record was found.		2017-.2018.2019	
Solicitation Permits and all other permits	Retain 3 years after expiration	2013 thru 2016	
Task Force Files		1982 thru 2016	
Traffic Studies	SR!! - SR54 and Spruce St.	2005-2014	
Warning Cards Issued		2018.2019	
Wide Load broken down at bridge		Entire file from 2012	