

RESOLUTION NO. 2020-3

**AUTHORIZING THE DISPOSITION OF PUBLIC
RECORDS**

WHEREAS, the Borough of South Greensburg desires to destroy records as appropriate, pursuant to the Municipal Records Manual, 1980- 2010 Permits, 1995-2012 Invoices, Bank Statements, cancelled Checks, deposit slips and ledgers, 1990-2012 Zoning Reports, 2004-2012 Earned Income Tax Refunds.

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition of public municipal records shall be approved by Resolution of the governing body of the municipality.

NOW, THEREFORE, BE IT RESOLVED by Council of the Borough of South Greensburg, in regular meeting assembled by authority of the same:

SECTION 1. That the Council of the Borough of South Greensburg, Westmoreland County, Pennsylvania hereby, to the extent that it has not already done so, adopts the Municipal Records Manual as approved December 26, 2008, and amended July 23, 2009, as its records disposition policy, a copy of which shall be on file with the Borough Secretary.

SECTION 2. That the Borough in accordance with the above cited Municipal Records Manual authorizes the destruction of public municipal records as appropriate and set forth in said Manual, and as specifically identified in Exhibit A, attached hereto and incorporated by reference herein.

SECTION 3. That the Borough Secretary, Chief of Police, and any other proper Borough officer be and are hereby authorized and directed to carry out the disposition of the public municipal records as set forth on the attached exhibit and as set forth in the Municipal Records Manual.

SECTION 4. That the within Resolution shall become effective immediately upon passage.

SECTION 5. That any and all other Resolutions inconsistent herewith are hereby repealed.

RESOLVED IN COUNCIL this 10th of February, 2020.

BOROUGH OF SOUTH GREENSBURG

By: _____

Clentin C. Martin, President of Council

ATTEST: _____

Jaime Peticca, Secretary

Exhibit A.

Shred List for 2/10/2020

1995-2012 – Invoices, Bank Statements, Cancelled Checks, Deposit Slips and Ledgers

1992 Grant Paperwork

2011 Statements of Interest

1984-2012 Reports of Officials

2008 Insurance Cards

2018 Lien Letters

1998 Notices

2016 Lease

1980-2010 Permits

2004-2012 Earned Income Tax Refunds

1990-2012 Zoning Reports