

**TOWNSHIP OF CRESCENT
RESOLUTION NO. 10-2023**

A RESOLUTION FOR DESTRUCTION OF SPECIFIC RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE ON DECEMBER 16, 2008.

WHEREAS, by virtue of Resolution No. 05-2022, adopted March 10, 2022, the Township of Crescent 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,

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 Commissioners of The Township of Crescent Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

CATEGORY	FILE NAME	DATE FROM	DATE TO	DESTROY DATE
Administration	AG-385	2015	2015	2021
Administration	AG-385	2016	2016	2022
Finance	Payroll	2014	2014	2021
Finance	941 Quarterly	2017	2017	2022
Finance	Local EIT	2017	2017	2022
Finance	LST	2017	2017	2022
Finance	PA SUI	2017	2017	2022
Finance	PA Withholding	2017	2017	2022
Finance	U-Comp Tax	2017	2017	2022
Finance	Real Estate Tax Delinquent 2009 & 2010	2009	2010	2015
Finance	Real Estate Tax Delinquent 2014	2014	2014	2019
Insurance	Insurance - Public Officials & Police	2014	2014	2021
Insurance	Insurance - Property & Casualty	2014	2014	2021
Insurance	Insurance - Public Officials & Police	2011	2011	2020
Insurance	Insurance MEIT STD	2012	2013	2020
Insurance	Health Insurance	2014	2015	2021
Insurance	Health Insurance	2015	2016	2022
Personnel	Crossing Guards	1981	1989	1999
Personnel	Various Former Employees	1991	2012	2022
Public Property	Park Rental - Shouse	2018	2018	2020
Public Property	Park Rental - Shouse	2020	2020	2022

CATEGORY	FILE NAME	DATE FROM	DATE TO	DESTROY DATE
Public Property	Rental- Multi Purpose	2020	2020	2022
Public Property	Right to Know	2019	2019	2021
Roads	Salt	2012	2013	2020
Roads	Salt	2013	2014	2021
Roads	Salt	2014	2015	2022
Roads	Solid Waste Bid	2014	2014	2021
Roads	Solid Waste Contract	2013	2013	2020
Roads	Solid Waste Contract	2014	2014	2021
Roads	Solid Waste Contract	2015	2015	2022
Roads	PennDot - Winter Services	2010	2015	2022

RESOLVED this 8th day of March, 2023, by the Board of Commissioners of the Township of Crescent.

ATTEST:



Janice C. Adamski, Manager
TOWNSHIP OF CRESCENT

TOWNSHIP OF CRESCENT



Todd K. Miller, President
Township Board of Commissioners