

**OFFICIAL
BOROUGH OF JEFFERSON HILLS
RESOLUTION NO. 09-2024**

**A RESOLUTION OF THE BOROUGH OF JEFFERSON HILLS,
COUNTY OF ALLEGHENY, AND COMMONWEALTH OF
PENNSYLVANIA, AUTHORIZING THE DISPOSITION OF
CERTAIN PUBLIC RECORDS CONSISTENT WITH THE
SCHEDULES AND PROCEDURES FOR THE DISPOSITION OF
RECORDS AS SET FORTH IN *THE MUNICIPAL RECORDS
MANUAL* APPROVED ON DECEMBER 16, 2008, AS AMENDED
MARCH 28, 2019**

WHEREAS, by virtue of Resolution No. 36-2019, adopted October 14, 2019, the Borough of Jefferson Hills 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.

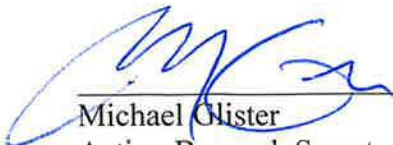
NOW, THEREFORE, BE IT RESOLVED AND ADOPTED that the Council of the Borough of Jefferson Hills, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

All documents referenced in the attached Archive Lists.

RESOLVED AND ADOPTED by the Council of the Borough of Jefferson Hills meeting in regular and public session this 10th day of June 2024.

ATTEST:

BOROUGH OF JEFFERSON HILLS



Michael Clister
Acting Borough Secretary

By:



Melissa Steffey
President of Council

	A	B	C	D	E	F	G
1	NAME	YEAR	RECORD TYPE	INDEX	RETENTION PERIOD	# OF BOXES	JUSTIFICATION
2	Bills/checks copies	2016	Paper office copy	FN-2	7 years	3	Retention period has expired
3	Tax Assessments and Adjustments	2015-2018	office copy	TA-5	5 years	1	Retention period has expired
4	Bank Statements & Journal entries	2016	office copy	FN-9	7 years	1	Retention period has expired
5	Paystub & timesheets	2012-2016	office copy	PL-6 & PL-14	3 year & 7 years	5	Retention period has expired
6	Lien letter, bldg permit inspection sheets, dye tests, billing,	1959-2016	office copy		7 & 10 years	5	Retention period has expired
7	Cleared violations	2000-2015	office copy		after cleared	3	Have been cleared
8	Admin Files-Elections Insurance	1981-1999	Paper office copy	AL-12 & AL-22	11 months, 5 & 6 years	1	Retention period has expired
9	Admin Files - Insurance, tax exemption forms- State Correspondence - union dues deductions	1979-1992	Paper office copy	AL-22, AL-42, AL-1 & PL-4	6 yrs, 3yrs, administrave value & 4 yrs after termination	1	Retention period has expired
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34	Total Boxes					20	