

RESOLUTION NO. 2024-03

**A RESOLUTION OF THE BOROUGH OF MANOR,
COUNTY OF WESTMORELAND, COMMONWEALTH OF
PENNSYLVANIA, AUTHORIZING THE DISPOSITION
OF PUBLIC RECORDS OF THE ADMINISTRATION
DEPARTMENT AS SET FORTH IN THE MUNICIPAL
RECORDS MANUAL, DATED DECEMBER 26, 2008, AND
AMDENDED ON JULY 23, 2009.**

WHEREAS, by Resolution dated February 17, 2015, the Borough of Manor declared its intent to follow the schedules and procedures for the disposition of public municipal records as set forth in the Municipal Records Manual, dated December 26, 2008, and amended July 23, 2009; and,

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 Manor, in regular meeting assembled by authority of the same:

SECTION 1. That the Council of the Borough of Manor, Westmoreland County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the records as set forth on Exhibit A attached hereto.

SECTION 2. That the Borough Manager and any other proper Borough officer be and are hereby authorized and directed to carry out the disposition of the public municipal records as identified in Section 1, herein.

SECTION 3. That the within Resolution shall become effective immediately upon passage.

RESOLVED IN COUNCIL this 21st day of February, 2024.

THE BOROUGH OF MANOR

By: _____
President of Council

ATTEST: (SEAL)

Secretary-Treasurer

**Designated Public Records of
Manor Borough
Approved for Disposition
February 21, 2024**

Exhibit "A"

01.	ADMIN: Paid Bills – All Accounts	2016
02.	ADMIN: Bank Statements – All Accounts	2016
03.	ADMIN: Bank Deposits – All Accounts	2016
04.	ADMIN: Payroll Reports & Registers <i>Includes Wage & Tax W2s, Quarterly & Annual</i>	2016
05.	ADMIN: Payroll Timesheets	2016
06.	ADMIN: Tax Collector’s Monthly Report	2016
07.	ADMIN: Berkheimer Monthly Report	2016
08.	ADMIN: Right-To-Know Requests	2020
09.	ADMIN: Sewer Reports <i>Includes Billing Registers, Delinquent Reports, and Account Changes</i>	2016–2018
10.	ADMIN: Personnel Records-Uniform <i>Includes W4s, I9s, Policy Acknowledgements, Test and Certifications.</i>	1999–2019
11.	ADMIN: Personnel Records-Non-Uniform <i>Includes W4s, I9s, Policy Acknowledgements,</i>	2015-2019
12.	ADMIN: Civil Service <i>Tests, eligibility lists and related</i>	2014
13.	ADMIN: Skate Park Inspection Reports	2016-2018
14.	ADMIN: Insurance Policies	2012-2017

CERTIFICATION

I, Joseph Lapia, duly qualified Secretary-Treasurer of the Borough Council of the Borough of Manor, Westmoreland County, Pennsylvania, do hereby certify that the foregoing Resolution No. 2024-03 is a true and correct copy of the original Resolution No. 2024-03 duly passed and adopted by a majority vote of the Borough Council of the Borough of Manor at a duly advertised and convened regular meeting held on the 21st day of February, 2024, and that the minutes of said meeting showing how each member voted have been duly recorded in the official minutes of said Borough and remains in effect as of this date.

IN WITNESS WHEREOF, I affix my hand and attach the seal of the Borough of Manor, this 21st day of February, 2024.

Certified to by:

Joseph Lapia, Secretary-Treasurer