

OFFICIAL

PETERS TOWNSHIP  
WASHINGTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 02.02.24

A RESOLUTION OF THE COUNCIL OF PETERS TOWNSHIP,  
WASHINGTON COUNTY, PENNSYLVANIA, AUTHORIZING  
THE APPROPRIATE OFFICIALS TO DISPOSE OF CERTAIN  
RECORDS IN A MANNER CONSISTENT WITH THE  
MUNICIPAL RECORDS MANUAL APPROVED ON  
DECEMBER 16, 2008, AS AMENDED ON MARCH 28, 2019.

WHEREAS, by virtue of Resolution No. 02-01-17, adopted February 13, 2017, Peters Township Council 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 by the Council of Peters Township, Washington County, Pennsylvania that in accordance with the above-cited Municipal Records Manual, the disposition of the following public records is hereby authorized:

**Electronic Records**

Electronic Mail Correspondence 2020-Prior

**Administration**

Applications for Employment 2021-Prior  
Accounts Payable 2016-Prior  
Accounts Receivable 2016-Prior  
Bank Statements and Reconciliations 2016-Prior  
Right-to-Know Requests 2021-Prior  
Check Register 2016-Prior  
Correspondence 2020-Prior  
Deduction Registers 2016-Prior  
Payroll Journals 2016-Prior  
Tennis Receipts 2016-Prior  
General Fund Deposits 2016-Prior  
General Fund Financial Statements 2016-Prior  
Liquid Fuels Fund Deposits 2016-Prior  
Cable TV Fund Deposits 2016-Prior  
Community Fund Deposits 2016-Prior  
Contract Files – General Contracts 2017–Prior  
Contract Files – Construction Contracts 2012–Prior  
Capital Project Fund Deposits 2016-Prior  
Solid Waste Services Fund Deposits 2016-Prior  
Journal Entries 2016-Prior  
Legal Ads 2014-Prior

Purchasing Card Receipts 2016-Prior  
Invoices 2016-Prior  
Receipts 2016-Prior  
IRS Form 1099 2019-Prior  
Payroll Vouchers 2016-Prior  
Quarterly Statements of Tax Withheld 2019-Prior  
Tax Collector Monthly Reports 2016-Prior  
Garbage Collection Reports 2016-Prior  
Earned Income Tax Reports 2016-Prior  
Monthly Department Reports 2020-Prior

### **Fire**

Shift Reports 2020-Prior  
Open Burning Permits 2020-Prior  
Employee Timecard/Attendance Records 2020-Prior  
Fire Safety Inspection Records 2013-Prior  
Incident Report Duplicates 2023-Prior  
Duplicate Training Records of Former Employees 2023-Prior

### **Library**

Accounts Payable Files and Ledgers 2016-Prior  
Daily Cash Records 2016-Prior  
Bank Reconciliations 2016-Prior  
Deposit Slips 2016-Prior  
Program Files 2016-Prior  
Employee Time Sheets 2016-Prior  
Volunteer Time Sheets 2016-Prior  
Room Reservations 2016-Prior

### **Parks and Recreation Department**

Bus Trip Contracts and Rosters 2021-Prior  
Parks & Recreation Board Dockets 2008-Prior  
Wellness Fair Documentation 2020-Prior  
Audio Recording of Parks & Recreation Board Meetings 2021-Prior  
Recreation Class and Trip Promotions and Registrations 2021-Prior  
Field and Facility Requests 2020-Prior  
Duplicate Tennis and Camp Time Sheets 2021-Prior  
Expired Recreation Center Membership 2021-Prior  
Instructor Contracts 2021-Prior  
Community Day Applications, Donation Forms, Meeting Agendas and Minutes 2019-Prior  
Fingerprint Documentation 2019-Prior  
Park Maintenance Reports 2018-Prior  
Recreation Department Daily Facility Checks 2021-Prior  
Supply Orders 2021-Prior  
Expired Employee Background Checks and Clearances 2021-Prior  
Daily Sheets 2021-Prior  
Vending Machine Payment Receipts 2021-Prior  
Park Shelter Requests 2021-Prior  
Duplicate Parks and Recreation Board Minutes 2021-Prior  
Parks and Recreation Center Room and Facility Rental Applications 2021-Prior  
Tennis Center Membership and Registration Forms 2021-Prior

Amphitheater Sponsorships 2021-Prior  
Silversneakers Participant Documentation and Sign-In Sheets 2021-Prior  
Silversneaker Payments 2021-Prior  
Skate Park Inspections 2012-Prior  
Youth Sports Associations' Documentation 2021-Prior

**Police**

Abandoned Vehicle Removal Reports 2021-Prior  
Accident Reports 2018-Prior  
Adult Arrest Reports 2003-Prior  
Juvenile Arrest Reports 2003-Prior  
Complaints/Daily Calls (Non-UCR) 2021-Prior  
Non-Traffic Citations 2021-Prior  
Business/Keyholder Forms 2022-Prior  
Parking Tags 2022-Prior  
UCR Reports 2021-Prior  
False Alarm Reports 2022-Prior  
Calibration Records 2018-Prior  
Breathalyzer Test Records 2018-Prior  
Property/Inventory Sheets 2017-Prior  
Special Driver's Examination Recommendations 2022-Prior  
Expungement Order 2018-Prior  
Requests for Police Reports 2018-Prior  
Request for Police Record Check 2021-Prior  
Acknowledgement of Seized/Surrendered Driver's License/Vehicle Registration 2021-Prior  
Subject Resistance Reports 2018-Prior  
Parade Permits 2020-Prior  
Monthly Reports 2022-Prior

**Public Works**

Gasoline/Diesel Tank Monitoring Reports 2021-Prior  
Pennsylvania One-Call Tickets 2021-Prior  
Gas Reports and Worksheets 2021-Prior  
Packing Slips for Deliveries 2022-Prior  
Daily Labor and Material Reports 2019-Prior  
Copies of Employee Time Off Requests 2022-Prior  
Yard Waste Requests 2023-Prior

RESOLVED by the Council of the Peters Township this 12th day of February, 2024.

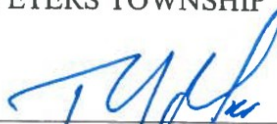
ATTEST:

PETERS TOWNSHIP



Paul F. Lauer  
Township Manager

By:



Tom Piroosko  
Chairman of Council