

RESOLUTION 2017-11
A RESOLUTION OF RED LION BOROUGH
ESTABLISHING A RECORDS RETENTION
AND DISPOSITION POLICY

WHEREAS, Red Lion Borough is required to establish and adopt a records retention and disposition policy to assure compliance with the Pennsylvania Municipal Records Act of 1968 (P.L. 961, No. 428); and

WHEREAS, the employees and agents of Red Lion Borough wishes to dispose of certain records and the Borough wishes to approve and authorize disposal in accordance with the Pennsylvania Municipal Records Act of 1968 (P.L. 961, No. 428); and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Red Lion, and it is hereby resolved, in lawful session assembled, that the Authority hereby establishes an open records policy as follows:

Section 1. Purpose

The purpose of this resolution is to establish official policy to assure compliance with the Pennsylvania Municipal Records Act of 1968 (P.L. 961, No. 428) and to authorize the billing agent of the Authority to dispose of certain records in accordance therewith.

Section 2. Establishment of Policy

Red Lion Borough hereby adopts by reference in its entirety the Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments as set forth Municipal Record Manual issued by the Pennsylvania Historical and Museum Commission Bureau of Archives and History, as approved on December 16, 2008 and as amended July 23, 2009.

Section 3. Destruction of Records Authorized

In accordance with the above referenced retention and disposition schedule, Red Lion Borough hereby authorizes the employees and agents for Red Lion Borough to dispose of certain records as follows:


- a. All records dealing with billing and paid receipts for Utility Service and Municipal Services may be destroyed after the expiration of seven (7) years from the date of said records.
- b. All routine administrative correspondence may be destroyed after the expiration of three (3) years from the date of said records.
- c. All records of liens may be destroyed after the expiration of one (1) year from the date of satisfaction of said lien.

Section 4. Effective Date

This policy shall become effective on October 10, 2017.


ADOPTED at a regular public meeting of the Red Lion Borough Council on October 9, 2017, at which a quorum was present.

RED LION BOROUGH



Council President

ATTEST:



Secretary