

**TOWNSHIP OF ROBINSON  
ALLEGHENY COUNTY, PENNSYLVANIA  
RESOLUTION NO. 14 OF 2017**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF  
ROBINSON, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE  
DISPOSITION AND DESTRUCTION OF CERTAIN TOWNSHIP RECORDS.**


**WHEREAS** in accordance with Act 428 of 1968, the Township of Robinson desires to dispose of certain records pursuant to the statutory authority requirements of said Act; and

**WHEREAS** the Township, in disposing these records, adheres to the schedule and procedures as set forth in the Municipal Records Manual, which was approved by the Local Government Records Committee on the 16<sup>th</sup> day of December, 2008, and amended on the 23<sup>rd</sup> day of July, 2009.

**NOW, THEREFORE**, be it resolved and it is hereby resolved by the Board of Commissioners of the Township of Robinson that the Township Manager is hereby authorized and directed to dispose of the municipal records pursuant to the authority of the aforesaid and as set forth in Exhibit "A" as attached.

**RESOLVED AND ENACTED** this 11<sup>th</sup> day of September, 2017 by the Township Board of Commissioners of the Township of Robinson in public session.

**ATTEST:**

  
\_\_\_\_\_  
**Secretary**

**TOWNSHIP OF ROBINSON**

**By:**   
\_\_\_\_\_  
**Samuel Abatta**  
**Chairman, Board of Commissioners**

**Exhibit A: Document Disposal List (September 2017)**

<b>Department</b>	<b>Description</b>	<b>Year</b>
Administration	Amusement device records	1988-1991
Administration	Duplicate reports/documents	2000-2015
Administration	Expired bids/contract files	2006-2007
Administration	Extra copies of old budgets	1990-1997
Administration	Misc. administrative correspondence	1994-2014
Planning	Receipt books	2003-2010
Tax	Assessment change orders	1998-2011
Tax	Collector's reports	1981-86, 1993-2008
Tax	General & special tax ledgers/records	1989-2007
Tax	Old deposit slips	2005-2007
Tax	Paid delinquent taxes	1981-2008
Tax	Paid tax receipts	1989-2000
Tax	Tax duplicates	1989-2007