

RESOLUTION NO. 1-2024

WHEREAS, the Municipal Records Manual was updated and approved on December 16th, 2008 and amended on March 28th, 2019, and Trafford Borough Council intends to follow the most up-to-date version, 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 Council of Trafford Borough of Westmoreland County and Allegheny County, Pennsylvania, assembled this 2nd day of January, 2024, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Prior 2017- records requiring 7-year retention:

Insurance Claims & Policies	Public Utility Realty reports
Treasurer Bond Certification	Job Announcements
Workers Compensation records	Realty Transfer records
Civil Service examination records & answer sheets	
Recommendations of Civil Service Applications for appointments	
EIT tax ledgers	Accounts Payable files & ledgers
Bill/Invoices	Employee Expense Reports
Cancelled checks	Any other records that require 7 years
Purchase Order files	Rental Permits
Accounts Receivable files & ledgers	Soliciting Permits
Daily Cash Records	Cancelled notes
Surplus property sales files	Deposit Slips
Voucher Files	Utility & paid Service receipts
Bank Reconciliations	Check registers

Prior 2019-records requiring 5-year retention:

- Ethics Commission Statements of Financial Interest
- Delinquent Tax Remittance
- Any other items requiring 5 years
- CSC appeals, removal, eligibility lists, examinations
- CSC recommendations records
- HRA records

Prior 2019- any other document requiring 4 year retention

Time Cards	Supply requisitions
Animal Law Enforcement Records	
Requests for service forms	Survey of financial conditions
Parking tickets	

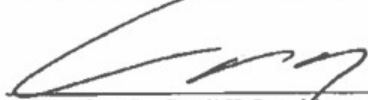
Prior 2014- records requiring 10-year retention: proof of publication, press releases

RESOLVED and ENACTED by the Council of the Borough of Trafford this 2nd day of January 2024.

ATTEST:

THE BOROUGH OF TRAFFORD

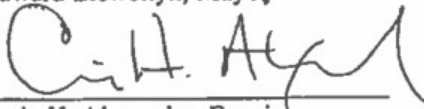

Jaime Peticca, Borough Manager


Kristopher R. Cardiff, President

EXAMINED AND APPROVED this 2nd day January 2024.

APPROVED AS TO FORM:


Edward Llewellyn, Mayor


Craig H. Alexander, Esquire
Solicitor