

RESOLUTION NO. 704

A RESOLUTION AUTHORIZING THE DISPOSITION OF PUBLIC RECORDS

WHEREAS, by virtue of Resolution No. 703, adopted February 16, 2016, the Borough of Malvern 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 Borough Council of the Borough of Malvern, Chester County, Pennsylvania, that in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

CODE ENFORCEMENT

1995-2005 Plumbers Registration
2004-2009 Contractor Registration
2006 Housing License Duplicates

GENERAL

1998-2006 Oaths of Office
2002-2008 Telephone Message Books
2007 & 2008 Financial Statements
1992-1999 Recycling Correspondence & Information

BIDS

2001, 2007 & 2008 Successful & Unsuccessful Trash Bids
2010 Unsuccessful Trash Bids

SEWER

1994-1998 PSW Water Meter Readings
1996 Sewer Invoice Register
1993-1997, 1999-2000 & 2002-2005 Sewer Operation Reports
1997, 2000 & 2005-2011 Sewer Waste Load Management Reports
1998, 2004 -2005 Sewer Cash receipt Register
2004 Sewer Monthly Summary Register & Invoice Register
2006-2010 Sewer Bill Duplicates

TAXES

Tax Receipts & Duplicates up to 2001(Betty Burke)
1966-2005 Tax Collector Annual Report
1996-2005 Tax Check Register
1997-2003 Tax Invoice Register

1997-2000 Tax Duplicates
1999-2009 Tax Lien Distribution List
2010 Paid Tax Bills

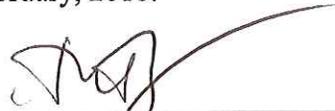
ACCOUNTING

1975-1979 Liquid Fuels Reports
1995-1997 Paid Health Insurance Bill
1996 & 1997 Acct. General Work Sheets
1996-2005 Expenditures
1998-2005 Revenues
1998-2003 Monthly Check Recap
1998-2004 Treasurer's Bonds
2000-2006 General Ledgers
2000&2004 Summary Trial Balance
2002 Cancelled Checks
2002-2004 Paid PECO Bills
2002-2006 Paid Bills (Vendor Files)
2003-2006 Bank Statements
2004-2005 Transaction Reports

PAYROLL

2003-2005 General Payroll Information
2003-2007 W-2's
2004-2006 Time Sheets

Passed by Borough Council, this 16th day of February, 2016.



David G. Bramwell, President

Approved by the Mayor, this 16th day of February, 2016.



David B. Burton, Mayor

Enacted, this 16th day of February, 2016.



Christopher Bashore, Secretary