RESOLUTION NO. 720

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
2006-2009 Plumbers Registration
2007-2009 Housing License Duplicates

GENERAL
2007-2010 Oaths of Office
2009-2014 Telephone Message Books
2009 Financial Statements
2000-2006 Recycling Correspondence & Information

SEWER
1999-2009 PSW Water Meter Readings
1997-2009 Sewer Invoice Register
2006-2014 Sewer Operation Reports
2012-2014 Sewer Waste Load Management Reports
2006-2013 Sewer Cash Receipt Register
2005-2006 Sewer Monthly Summary Register & Invoice Register
2011-2014 Sewer Bill Duplicates

TAXES
2002-2009 Tax Receipts & Duplicates
2006-2009 Tax Collector Annual Report
2006-2009 Tax Check Register
2004-2009 Tax Invoice Register
2001-2009 Tax Duplicates
2010-2012 Tax Lien Distribution List
2011-2014 Paid Tax Bills
ACCOUNTING
1980-2009 Liquid Fuels Reports
1998-2009 Paid Health Insurance Bill
1998-2009 Acct. General Work Sheets
2006-2009 Expenditures
2006-2009 Revenues
2004-2009 Monthly Check Recap
2005-2009 Treasurer’s Bonds
2007-2009 General Ledgers
2005-2009 Summary Trial Balance
2003-2009 Cancelled Checks
2005-2009 Paid PECO Bills
2007-2009 Paid Bills (Vendor Files)
2007-2009 Bank Statements
2006-2009 Transaction Reports

PAYROLL
2006-2009 General Payroll Information
2008-2011 W-2’s
2007-2009 Time Sheets

Passed by Borough Council, this __1__ day of October, 2016.

David G. Brainwell, President

Approved by the Mayor, this __4__ day of October, 2016.

David B. Burton, Mayor

Enacted, this __4__ day of October, 2016.

Christopher Bashore, Secretary