

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

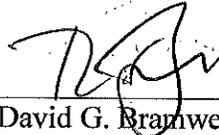
ACCOUNTING

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 4 day of October, 2016.



David G. Bramwell, 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