RESOLUTION NO. 781

BOROUGH OF MALVERN
CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF MALVERN, CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA, 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
2010-2011 Plumbers Registration
2010-2011 Contractor Registration

GENERAL
2011-2012 Oaths of Office
2015-2016 Telephone Message Books
2010-2011 Financial Statements
2007-2008 Recycling Correspondence & Information
Right-to-Know Requests thru 2016

SEWER
2010-2011 PSW Water Meter Readings
2010-2011 Sewer Invoice Register
2015-2016 Sewer Operation Reports
2015-2016 Sewer Waste Load Management Reports
2014-2015 Sewer Cash receipt Register
2007-2008 Sewer Monthly Summary Register & Invoice Register
2015-2016 Sewer Bill Duplicates

TAXES
2010-2011 Tax Receipts & Duplicates
2010-2011 Tax Collector Annual Report
2010-2011 Tax Check Register
2010-2011 Tax Invoice Register
2010-2011 Tax Duplicates
2013-2014 Tax Lien Distribution List

2015-2016 Paid Tax Bills

ACCOUNTING
2010-2011 Liquid Fuels Reports
2010-2011 Paid Health Insurance Bill
2010-2011 Acct. General Work Sheets
2010-2011 Expenditures
2010-2011 Revenues
2010-2011 Monthly Check Recap
2010-2011 Treasurer's Bonds
2010-2011 General Ledgers
2010-2011 Summary Trial Balance
2010-2011 Cancelled Checks
2010-2011 Paid PECO Bills
2010-2011 Paid Bills (Vendor Files)
2010-2011 Bank Statements
2010-2011 Transaction Reports
2003-2010 Daily Cash Receipts
1990-1994 Budget preparation paperwork

PAYROLL
2010-2011 General Payroll Information
2012-2013 W-2's
2010-2014 Time Sheets

POLICE
1998-2001 Police Activity Reports

Resolved by Borough Council,
this 5 day of February, 2019.

Jamie S. Grossman, President

Approved by the Mayor,
this 5 day of February, 2019.

David B. Burton, Mayor

Enacted,
this 5 day of February, 2019.

Christopher Bashore, Secretary