

**HIGHSPIRE BOROUGH COUNCIL  
RESOLUTION NO. 5 – 2023**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, DECLARING IT'S INTENT TO FOLLOW THE PROCEDURES FOR THE DISPOSITION OF RECORDS AS SET FORTH IN THE RETENTION AND DISPOSITION SCHEDULE FOR RECORDS OF PENNSYLVANIA MUNICIPALITIES ISSUED DECEMBER 16, 2008, (AS AMENDED JULY 23, 2009).**

**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.

**WHEREAS**, the Municipal Records Manual was approved by said Committee on December 16, 2008; and

**WHEREAS**, the Highspire Borough Council stated in Council Resolution #4-2009, its intent to follow the schedule and procedures as set forth in the municipal records manual; and

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Highspire determines the below cited files have no material value to the Borough and authorize their disposal in accordance with the above cited schedule:

Sewer Administration Documents prior to 2016, to include Account Billings, Receipts, Customer Registers, Deposit Records, Closed Delinquent Sewer Account Records, Collection Records, Penalty & Interest Registers and Sewer Administration Correspondence.

General Financial and Purchasing Records prior to 2016, to include Account Distribution Summaries, Accounts Payable and Receivable Files and Ledgers, Annual Budget Reports (as submitted to the PA Department of Community & Economic Development), Balance Sheets, Bank Statements and Reconciliations, Bills, Cancelled Checks, Check Registers, Daily Cash Records, Deposit Slips, Expense Reports, General Ledger Analyses, Investment Records, Invoices, Purchase Order Files, Supply Requisitions, Utility and Paid Services Receipts, Vendor Files, Voucher Files

Administrative Files and Correspondence prior to 2016, to include Correspondence, Reports, Program Forms, and other records created or received in the course of administering specific programs and providing basic municipal services, routine correspondence, replies not part of a specific case file, communications on supply, maintenance and other internal operation matters, correspondence of a transitory nature having no value after action is completed, and general housekeeping records. Contract Files, Insurance Claims and Policies, Mailing Lists, Ethics Commission Statements of Financial Interest and requests for service Records.

Payroll Records and Documents prior to 2016, to include Cancelled Payroll Checks, Employee Payroll Adjustment Records, Individual Employee Earning Records, Payroll Deduction Authorizations, Payroll Earnings and Deduction Registers, Payroll Voucher (Check) Registers, Quarterly Returns of Withholding of Federal State and Local Income Taxes Withheld, Social Security Reports, Time Cards and Attendance Records, Unemployment Compensation Records, Wage and Tax Statements and Withholding Allowances.

Highspire Police Department Records prior to 2016 which, including parking tickets, daily logs, faulty equipment cards, abandoned vehicle records, traffic citations, voided and duplicate copies of traffic citations, police warning cards, police BOLO information, duplicate copies of police complaints reports, County and Metro call summary reports.

Tax Collection and Assessment Records prior to 2015, to include Bill of Taxes, Certifications for taxes paid on Real Estate, Change of Address Records, Delinquent Tax Collection Records, Exoneration Certificates Issued to the Tax Collector, General and specific tax Ledgers/Journals (includes real estate, per capita, occupation, earned income, intangible personal property, mercantile, business privilege, amusement and other local taxes.), Mobile Home Removal Permits, Occupational Tax Lists, Personal Property Tax Return Forms/Cards, Public Utility Reports, Real Estate Transfer Records, Tax Bills, Paid Receipts, Tax Collector Settlement Sheets, Tax Duplicates, Tax Notice Certification Statements.

**ADOPTED** this 17<sup>th</sup> day of January 2023.

BOROUGH COUNCIL  
BOROUGH OF HIGHSPIRE

ATTEST:

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Michael J. Anderson, Council President

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Mark L. Stonbraker, Borough Secretary