

RESOLUTION #2002-6

**A RESOLUTION OF THE TOWNSHIP OF UPPER SOUTHAMPTON,
BUCKS COUNTY PENNSYLVANIA AUTHORIZING THE
DISPOSITION OF PUBLIC RECORDS**

RESOLVED by the Township of Upper Southampton, Bucks County, Pennsylvania, that

WHEREAS, by virtue of Resolution #98-4, adopted on February 3, 1998, the Township of Upper Southampton declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records manual approved on July 16, 1993, 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 that the Township of Upper Southampton, Bucks County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Finance Office:

- Cancelled Payroll Checks prior to 1995
- Employee Payroll Adjustment Records prior to 1998
- Payroll Voucher (check) Registers prior to 1995
- Quarterly Returns of Withholding of Federal Income Tax prior to 1998
- Quarterly Statements of State and Local Taxes Withheld prior to 1998
- Social Security Reports prior to 1998
- Time Cards and Attendance Records prior to 1999
- Unemployment Compensation Records prior to 1998
- Wage and Tax Statements (W-2 forms) prior to 1998
- Withholding Allowance Certificates (W-4 forms) for terminated employees prior to 1998
- Accounts Payable Files and Ledgers prior to 1995
- Accounts Receivable Files and Ledgers prior to 1995
- Annual Budget Reports submitted to Pennsylvania Department of Community Affairs prior to 1997
- Balance Sheets prior to 1995
- Bank Statements and Reconciliation's prior to 1999
- Bills prior to 1995
- Cancelled Accounts Payable Checks prior to 1995

Finance Office – (continued):

- Check Registers prior to 1995
- Daily Cash Records prior to 1999
- Deposit slips prior to 1999
- Depreciation Schedules retain for life of equipment plus three years
- Employee Expense Reports prior to 1995
- General Ledger Analyses prior to 1995
- Invoices prior to 1995
- Purchase Order files prior to 1995
- Supply Requisitions prior to 2000
- Surplus Sale Files prior to 1999
- Utility and Paid Service Receipts prior to 1995
- Vendor Files, retain until superseded or obsolete
- Voucher Files prior to 1995
- Warrants prior to 1995
- Bill of Taxes filed by Tax Collector with the Sheriff prior to 1999
- Certifications for Taxes Paid on Real Estate (provided by the Tax Collector) prior to 1999
- Delinquent Tax Collection Records retain one year after delinquent taxes have been paid
- Exoneration Certificates Issued to Tax Collector prior to 1997
- General and Special Tax Ledgers/Journals prior to 1995
- Public Utility Realty Reports submitted to the Pennsylvania Department of Revenue prior to 1995
- Real Estate Transfer Records retain as long as of administrative value
- Tax Bills, Paid receipts prior to 1999
- Tax Collector's Reports (Annual report submitted to the Pennsylvania Department of Community Affairs prior to 1991
- Tax Collector's Settlement Records prior to 1991
- Tax Duplicates prior to 1995
- Tax Notice Certification Statements (Submitted to taxing district by Tax Collector) prior to 1999

Office of Police:

- Animal Law Enforcement Records prior to 2000
- Bicycle Registration Records prior to 2000
- Calibration Records retain five years after expiration of certification
- Traffic Citations prior to 1997 if not part of criminal history case file

Office of Police – (continued):

- Non-traffic Citations prior to 1997 if not part of criminal history case file
- Community Relations files as long as of administrative value
- Complaints, Incident Reports or Initial Activity Reports prior to 1999 if not part of criminal history case file
- Court Orders as long as of administrative and legal value if not part of criminal history case file
- Daily Activity Logs (included assignment sheets, officer activity reports, patrol logs, sign-in sheets, and work schedules prior to 2000
- Daily Bulletins/Blotters/Logs as long as of administrative value
- Dispatcher's Log Books – two years after last entry
- Firearms and Ammunition Records/inventories – two years after superseded or obsolete
- Hunting Accident Reports submitted to the Pennsylvania Game Commission prior to 2000
- K-9 Corps Records – two years after retirement or death of dog
- Master Name Index as long as of administrative value
- Motor Vehicle Records – Accident Reports – 5 years after close of investigation if not part of criminal history case file
- Motor Vehicle Records – Parking Violations (tickets) – 1 year after all fines have been paid
- Motor Vehicle Records – Police requests for removal of abandoned or impounded vehicles prior to 2000
- Motor Vehicle Records – Recommendations for Special Driver's Examinations prior to 2001
- Pennsylvania Uniform Crime Reporting Program Worksheets and Printouts prior to 2000
- Permits and Related Applications – two years after expiration
- Property Records (Evidence/Found/Recovered) – ten years after property is not longer in custody of the Police Department if record is not part of criminal history case file
- Temporary Detention Reports prior to 1999 if not part of criminal history case file
- Temporary Inspection Reports (from the Pennsylvania Department of Corrections) prior to 1998
- Tow Truck Operator's Schedules as long as of administrative value
- Towing Service Records – one year after all fines have been paid
- Vacation/Vacant House Check Record retain 30 days after re-occupancy
- Video/Audio Tapes Training Documentation prior to 2000

Office of Police – (Cont'd)

- Video/Audio Tapes of Officer Activity Documentation as long as administrative value

Administration:

- Bonds (Performance and Security) (expired) prior to 1997
- Insurance Claims 6 years after final settlement
- Insurance Policies 6 years after expiration provided all claims have been settled
- Municipal Bonds 6 years after cancellation
- Cancelled Notes prior to 1996
- Public Hearing Notices and Proof of Publication prior to 1992
- Bid Files – unsuccessful – prior to 1999
- Bid Files – successful – 6 years after termination
- Bid Files – Construction contract – 12 years after termination of contract

Personnel Records:

- Applications for Employment (not hired) prior to 2001
- Equal Opportunity Compliance Reports and Related Records prior to 1999
- Ethic Commission Statements of Financial Interest prior to 1997

Public Works/Engineering Record:

- Liquid Fuels tax records prior to 1995
- Traffic Studies – retain as long as of administrative value

Planning & Building/Zoning Code Enforcement:

- Citations – 3 years after resolution of complaint
- Complaints, Notices of Violations, and Investigations – Retain 3 years after final disposition
- Contractors' Licensing Records – prior to 1995

Parks and Recreation Records:

- Accident/Incident Reports – prior to 1999
- Citations – prior to 1999
- Park Program Files – prior to 2000

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- Park Rules and Regulations – Retain 5 years after revoked or superseded
- Park Use Records (Includes facilities such as tennis courts, athletic fields, and playgrounds – Retain 3 years
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RESOLVED AND ENACTED, this seventh day of May 2001.

**BOARD OF SUPERVISORS
TOWNSHIP OF UPPER SOUTHAMPTON**



Keith E. Froggatt, Sr., Chairman

ATTEST:



**Lola G. Biuckians
Secretary/Treasurer**