RESOLUTION #2004-3

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 1997
- Employee Payroll Adjustment Records prior to 2000
- Payroll Voucher (check) Registers prior to 1997
- Quarterly Returns of Withholding of Federal Income Tax prior to 2000
- Quarterly Statements of State and Local Taxes Withheld prior to 2000
- Social Security Reports prior to 2000
- Time Cards and Attendance Records prior to 2001
- Unemployment Compensation Records prior to 2000
- Wage and Tax Statements (W-2 forms) prior to 2000
- Withholding Allowance Certificates (W-4 forms) for terminated employees prior to 2000
- Payroll Earnings and Deduction Registers pay period reports prior to 2000
- Accounts Payable Files and Ledgers prior to 1997
- Accounts Receivable Files and Ledgers prior to 1997
- Annual Budget Reports submitted to Pennsylvania Department of Community Affairs prior to 1999
- Balance Sheets prior to 1997
- Bank Statements and Reconciliation's prior to 2001
- Bills prior to 1997

Finance Office – (continued):

- Cancelled Accounts Payable Checks prior to 1997
- Check Registers prior to 1997
- Daily Cash Records prior to 2001
- Deposit slips prior to 2001
- Depreciation Schedules retain for life of equipment plus three years
- Employee Expense Reports prior to 1997
- General Ledger Analyses prior to 1997
- Invoices prior to 1997
- Purchase Order files prior to 1997
- Supply Requisitions prior to 2002
- Surplus Sale Files prior to 2001
- Utility and Paid Service Receipts prior to 1997
- Vendor Files, retain until superseded or obsolete
- Voucher Files prior to 1997
- Warrants prior to 1997
- Bill of Taxes filed by Tax Collector with the Sheriff prior to 2001
- Certifications for Taxes Paid on Real Estate (provided by the Tax Collector) prior to 2001
- Delinquent Tax Collection Records retain one year after delinquent taxes have been paid
- Exoneration Certificates Issued to Tax Collector prior to 1999
- General and Special Tax Ledgers/Journals prior to 1997
- Public Utility Realty Reports submitted to the Pennsylvania Department of Revenue prior to 1997
- Real Estate Transfer Records retain as long as of administrative value
- Tax Bills, Paid receipts prior to 2001
- Tax Collector's Reports (Annual report submitted to the Pennsylvania Department of Community Affairs prior to 1994
- Tax Collector's Settlement Records prior to 1994
- Tax Duplicates prior to 1997
- Tax Notice Certification Statements (Submitted to taxing district by Tax Collector) prior to 2001

Office of Police:

- Animal Law Enforcement Records prior to 2002
- Bicycle Registration Records prior to 2002

Office of Police – (continued):

- Calibration Records retain five years after expiration of certification
- Traffic Citations prior to 1999 if not part of criminal history case file
- Non-traffic Citations prior to 1999 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 2001 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 2002
- 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 2002
- 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 2002
- Motor Vehicle Records – Recommendations for Special Driver's Examinations prior to 2003
- Pennsylvania Uniform Crime Reporting Program Worksheets and Printouts prior to 2002
- 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 2001 if not part of criminal history case file
- Temporary Inspection Reports (from the Pennsylvania Department of Corrections) prior to 2000
- 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

Office of Police – (Cont'd)

- Video/Audio Tapes Training Documentation prior to 2002
- Video/Audio Tapes of Officer Activity Documentation as long as administrative value

Administration:

- Bonds (Performance and Security) (expired) prior to 1999
- 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 1998
- Public Hearing Notices and Proof of Publication prior to 1994
- Bid Files – unsuccessful – 3 years after job completion
- Bid Files – successful – 6 years after termination
- Bid Files – Construction contract – 12 years after termination of contract
- Oaths of Municipal Officials prior to 1998
- Union Grievances – 3 years after final resolution

Personnel Records:

- Applications for Employment (not hired) prior to 2003
- Equal Opportunity Compliance Reports and Related Records prior to 2001
- Ethic Commission Statements of Financial Interest prior to 1999

Public Works/Engineering Record:

- Liquid Fuels tax records prior to 1997
- Traffic Studies – retain as long as of administrative value
- Complaints and Notification of Hazard – 2 years after correction/final resolution
- Routine Maintenance records – prior to 1999
- Street Light Routine Maintenance records – prior to 1999

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 1997

Parks and Recreation Records:

- Accident/Incident Reports – prior to 2001
- Citations – prior to 2001
- Park Program Files – prior to 2002
- Park Rules and Regulations – Retain 5 years after revoked or superseded
- Park Use Records (Includes facilities such as tennis courts, athletic fields, and playgrounds – prior to 2001

RESOLVED AND ENACTED, this 6th day of April 2004

BOARD OF SUPERVISORS
TOWNSHIP OF UPPER SOUTHAMPTON

Walter C. Stevens, Chairperson

ATTEST:

Stephen W. Ullrich
Secretary/Treasurer