

RESOLUTION #2008-5

**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 2001
- Employee Payroll Adjustment Records prior to 2004
- Payroll Voucher (check) Registers prior to 2001
- Quarterly Returns of Withholding of Federal Income Tax prior to 2004
- Quarterly Statements of State and Local Taxes Withheld prior to 2004
- Social Security Reports prior to 2004
- Time Cards and Attendance Records prior to 2004
- Unemployment Compensation Records (UC2) and supporting records prior to 2004
- Wage and Tax Statements (W-2 forms) prior to 2004
- Withholding Allowance Certificates (W-4 forms) for terminated employees prior to 2004
- Payroll Earnings and Deduction Registers pay period reports prior to 2004
- Accounts Payable Files and Ledgers prior to 2001
- Accounts Receivable Files and Ledgers prior to 2001
- Annual Budget Reports submitted to Pennsylvania Department of Community Affairs prior to 2003
- Balance Sheets prior to 2001
- Bank Statements and Reconciliation's prior to 2005
- Bills prior to 2001

Finance Office – (continued):

- Cancelled Accounts Payable Checks prior to 2001
- Check Registers prior to 2001
- Daily Cash Records prior to 2005
- Deposit slips prior to 2005
- Depreciation Schedules retain for life of equipment plus three years
- Employee Expense Reports prior to 2001
- General Ledger Analyses prior to 2001
- Invoices prior to 2001
- Purchase Order files prior to 2001
- Supply Requisitions prior to 2006
- Surplus Sale Files prior to 2005
- Utility and Paid Service Receipts prior to 2001
- Vendor Files, retain until superseded or obsolete
- Voucher Files prior to 2001
- Warrants prior to 2001
- Bill of Taxes filed by Tax Collector with the Sheriff prior to 2005
- Certifications for Taxes Paid on Real Estate (provided by the Tax Collector) prior to 2005
- Delinquent Tax Collection Records retain one year after delinquent taxes have been paid
- Exoneration Certificates Issued to Tax Collector prior to 2003
- General and Special Tax Ledgers/Journals prior to 2001
- Public Utility Realty Reports submitted to the Pennsylvania Department of Revenue prior to 2001
- Real Estate Transfer Records retain as long as of administrative value
- Tax Bills, Paid receipts prior to 2005
- Tax Collector's Reports (Annual report submitted to the Pennsylvania Department of Community Affairs prior to 1998
- Tax Collector's Settlement Records prior to 1998
- Tax Duplicates prior to 2001
- Tax Notice Certification Statements (Submitted to taxing district by Tax Collector) prior to 2005

Office of Police:

- Animal Law Enforcement Records prior to 2006
- Bicycle Registration Records prior to 2006

Office of Police – (continued):

- Calibration Records retain five years after expiration of certification
- Traffic Citations prior to 2003 if not part of criminal history case file
- Non-traffic Citations prior to 2003 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 2005 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 2006
- 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 2006
- 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 2006
- Motor Vehicle Records – Recommendations for Special Driver's Examinations prior to 2007
- Pennsylvania Uniform Crime Reporting Program Worksheets and Printouts prior to 2006
- 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 2005 if not part of criminal history case file
- Temporary Inspection Reports (from the Pennsylvania Department of Corrections) prior to 2004
- 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 2006
- Video/Audio Tapes of Officer Activity Documentation as long as administrative value

Administration:

- Bonds (Performance and Security) (expired) prior to 2003
- 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 2002
- Public Hearing Notices and Proof of Publication prior to 1998
- 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 2002
- Union Grievances – 3 years after final resolution
- Ethic Commission Statements of Financial Interest prior to 2003

Personnel Records:

- Applications for Employment (not hired) prior to 2006
- Equal Opportunity Compliance Reports and Related Records prior to 2005
- Labor Negotiation files – retain 5 years after expiration of contract
- Union Grievances – retain 3 years after final resolution.

Public Works/Engineering Record:

- Liquid Fuels tax records prior to 2001
- 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 2003
- Street Light Routine Maintenance records –prior to 2003

Planning & Building/Zoning Code Enforcement:

- Citations – 3 years after resolution of complaint
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- Complaints, Notices of Violations, and Investigations – Retain 3 years after final disposition
- Contractors' Licensing Records – prior to 2001

Parks and Recreation Records:

- Accident/Incident Reports – prior to 2005
- Citations – prior to 2005
- Park Program Files – prior to 2006
- 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 2005

RESOLVED AND ENACTED, this 4th day of March, 2008

**BOARD OF SUPERVISORS
TOWNSHIP OF UPPER SOUTHAMPTON**



Keith E. Froggatt, Sr., Chairman

ATTEST:



**Stephen W. Ulrich
Secretary/Treasurer**