

Resolution No. 2024 - 01

BOROUGH OF LEMOYNE CUMBERLAND COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH OF LEMOYNE INDICATING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008 (AS AMENDED JULY 23, 2009), AND AUTHORIZING THE DISPOSAL OF SEVERAL RECORDS IN ACCORDANCE WITH THIS SCHEDULE

WHEREAS, by virtue of this Resolution, Lemoyne Borough declares its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 (as amended March 28, 2019); 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 AND IT IS HEREBY RESOLVED that the Borough Council of the Borough of Lemoyne, Cumberland County, in accordance with the above-cited Municipal Records Manual authorizes disposition of public records as indicated on the attached.

DULY ADOPTED this 15^h day of February 2024 by the Borough of Lemoyne in lawful session duly assembled.

LEMOYNE BOROUGH

ATTEST: _____
Secretary

BY: _____
Council President

[BOROUGH SEAL]

EXHIBIT A

Records to be Destroyed

- Administration:
 - Right-to-Know Requests: 2021
 - Proof of Publication: 2013
 - Payroll: 2014, 2016
 - Vendor Files: 2016
 - Deposits: 2014- 2016
 - Pool Deposits: 2015-2016
- Sewer:
 - Act 537: 2005
 - Daily Plant Operating Records: 1992-2013
 - Health Inspection Reports: 1992-1995
 - PA1Calls Email/Digital: 2022
 - Invoices/Quotes: 1975-2011
 - Hauler Records: 1988-1995
 - Timesheets: 2009-2011
 - NPDES Permit: 1980-1989