

COLLEGE TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA

RESOLUTION R-24-01

**AUTHORIZATION FOR DISPOSITION OF RECORDS AS SET
FORTH IN THE *MUNICIPAL RECORDS MANUAL***

RESOLVED BY Township of College, Centre County, Pennsylvania, that

WHEREAS, by virtue of Resolution R-03-08 adopted on the 3rd day of April 2003, College Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Pennsylvania Historical and Museum Commission *Municipal Records Manual*, approved on December 16, 2008, last revised 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 IT RESOLVED that the Council of College Township, Township of College, Centre County, Pennsylvania, in accordance with the above-cited *Municipal Records Manual*, hereby authorizes the disposition of records, as cited on the attached Appendix A.

THIS RESOLUTION DULY APPROVED this 2nd day of January, 2024, by the College Township Council, Centre County, Pennsylvania.

COLLEGE TOWNSHIP COUNCIL:

ATTEST:

Dustin Best

Dustin Best, Chair

Adam T. Brumbaugh

Adam T. Brumbaugh, Manager/Secretary

APPENDIX A

APPENDIX A				
<u>Code</u>	<u>Category</u>	<u>General Record Description</u>	<u>Retention Period</u>	<u>Records for Destruction</u>
ADMINISTRATIVE AND LEGAL				
AL-1	Administrative Subject Files	Gen. correspondence, reports, manuals, studies, bulletins, newsletters	As long as of administrative value	Varies
AL-4	Bonds, Performance and Security	Includes bonds required of employees or contractors	Retain 6 years after expiration	Varies
AL-8	Contract Files	Bids, ads, proposals, price quotes, qualified contractor memos	12 years after termination of contracts	Prior to 2012
AL-12	Election Records	Ethics Commission Statements of Financial Interest	5 years	Prior to 2019
AL-17	Insurance Claims and Policies	Insurance policies and claims	6 years after final claims settlement	Prior to 2017
AL-19	Litigation Case Files	Records related to litigation, closed cases	As long as of administrative value	Varies
AL-20	Liquid Fuel Tax Records	Records required by State Auditor for liquid fuels audit (officials roster is kept permanently)	7 years	Prior to 2017
AL-21	Mailing Lists	Newsletter mailing lists	Until superseded	Those superseded
AL-24	Minutes	Tape Recordings of Public Meetings	Until minutes are approved	Once minutes are approved
AL-25	Municipal Lien Files	Liens filed to secure payment	1 year after satisfaction	Prior to 2023
AL-29	Oaths of Municipal Officers	Oaths	6 years	Prior to 2018
AL-31	Petitions	Petitions to Council	5 years unless results in ordinance change	Prior to 2019
AL-33	Press Releases	Municipal press releases	As long as of administrative value	Varies
AL-35	Public Meeting/Hearing Notices & Proof of Publication	Hearing notices and proof of publication	10 years	Prior to 2014
AL-42	Sales and Use Tax Exemption Certificates	Forms for vendors exempting from sales and use tax	3 years	Prior to 2021
AL-43	Survey of Financial Condition Forms (DCED)	Annual DCED Report	5 years	Prior to 2018
AL-45	Treasurers' Bond Certifications (PENNDOT)	Bond certifications submitted to PENNDOT	7 years	Prior to 2017
AL-46	Right to Know Requests	Records made pursuant to open records legislation	2 years	Prior to 2022
EMERGENCY SERVICE RECORDS				
ES-2	Comprehensive Emergency Management Plan and Records	Civil defense plans, guides, reports	3 years after superseded	Prior to 2021
FINANCIAL AND PURCHASING				
FN-1	Account Distribution Summaries	General Ledgers	Weekly/Monthly - 3 years Year End - 7 years	Prior to 2021 Prior to 2017
FN-2	Accounts Payable Files and Ledgers	Records documenting money spent	7 years	Prior to 2017
FN-3	Accounts Receivable Files and Ledgers	Records documenting money owed and paid	7 years	Prior to 2017
FN-4	Annual Audit and Financial Reports	Elected and Appointed Officials Report	5 years	Prior to 2019
		Survey of Financial Condition Report	5 years	Prior to 2019
		Tax Information	5 years	Prior to 2019

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FN-7	Audit Workpapers	Audit papers supporting records audited	Current plus 3 prior audit cycles	Prior to 2020
FN-8	Balance Sheets	Balance Sheets	7 years	Prior to 2017
FN-9	Bank Statements and Reconciliations	Bank Statements and Bank Reconciliations	7 years	Prior to 2017
FN-10	Cancelled Checks	Cancelled Checks	7 years	Prior to 2017
FN-11	Check Registers	Check Registers	7 years	Prior to 2017
FN-12	Daily Cash Records	Records of daily cash receipts	3 years	Prior to 2021
FN-13	Deposit Slips	Bank deposit slips and attached remittance forms	7 years	Prior to 2017
FN-16	Financial Statements	Monthly Finance Reports	Periodic - Until final completion of audit	Prior to 2023
FN-17	Investment Records	Investment documents	6 years after cancellation	Prior to 2018
FN-18	Purchase Order Files	Purchase orders and related papers	7 years	Prior to 2017
FN-19	Purchasing Files	Files related to acquisition of services, goods, equipment	6 years	Prior to 2018
FN-23	Utility and Paid Service Receipts	Vendor invoices from utilities	7 years	Prior to 2017
FN-24	Vendor Files	Vendor maintenance information	Until superseded or obsolete	Those superseded or obsolete
INFORMATION TECHNOLOGY				
IT-1	Computer Inventory Records	Records documenting IT equipment assignments and inventories of licensed software	4 years after removed or reassigned	Prior to 2020
IT-2	Computer Systems Documentation	Hardware and software manuals and program coding	1 year after migration of all records with ongoing value to	Prior to 2023
IT-3	Equipment and Network Usage Documentation	Records related to use of IT equipment	1 year after updated or superseded	Those updated or superseded - prior to 2023
IT-4	Equipment Records	Purchase orders, warranties, service contracts, service histories, and correspondence	Life of Equipment	Varies
IT-5	Computer usage Files and Reports	Computer usage Files and Reports	1 year	Prior to 2023
IT-6	Network and PC Password and Security Identifications	Records documenting network password and admin security of the network	1 year	Prior to 2023
IT-7	System Architecture Documents and Wiring Schemas	Records documenting location of wiring and design of networked environment	Life of Network	Network upgraded 2017
IT-8	Operating System and Hardware Conversion Plans	Records relating to replacement of equipment or computer operating systems	1 year after successful conversion	Varies
IT-10	System Backup Files	Copies of system files and other data, reports, files, etc used to restore systems following a disaster	Until superseded	Those superseded
IT-11	Security Records	Records used to control or monitor security of our computer systems and its data	1 year	Prior to 2023
IT-13	User Requests for IT Services	Records used to document requests for IT support services and responses to those requests	As long as of administrative value	Varies
IT-14	Network Implementation Project Files	Records used to plan and implement our network	Until superseded	Those superseded

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PAYROLL AND PERSONNEL				
PL-1	Cancelled Payroll Checks	Cancelled Payroll Checks	7 years	Prior to 2017
PL-2	Employee Payroll Adjustment Records	Employee Payroll Adjustment Records	4 years	Prior to 2020
PL-3	Individual Employee's Earning Record - Terminated Employees	Individual Employee's Earning Record - Terminated Employees	5 years after all benefits paid if post-termination benefits	Prior to 2019
			5 years after termination if no post-termination benefits	Prior to 2019
PL-4	Payroll Deduction Authorizations	Payroll Deduction Authorizations	1 year after cancelled or superseded	Those cancelled or superseded prior to 2023
PL-5	Payroll Earnings and Deductions Registers	Payroll Earnings and Deductions Registers	4 years Pay period reports	Prior to 2020
			7 years if p/r data posted to individual earning record	Prior to 2017
			50 years Otherwise	Prior to 1974
PL-6	Payroll Voucher	Payroll Voucher	7 years	Prior to 2017
PL-11	Quarterly Returns of Withholding of Federal Income Tax	Quarterly Returns of Withholding of Federal Income Tax	4 years	Prior to 2020
PL-12	Quarterly Statements of State and Local Taxes Withheld	Quarterly Statements of State and Local Taxes Withheld	4 years	Prior to 2020
PL-13	Social Security Reports	Social Security Reports	4 years	Prior to 2020
PL-14	Time Cards and Attendance Records	Time Cards and Attendance Records	3 years	Prior to 2021
PL-15	Unemployment Compensation Records	Unemployment Compensation Records	4 years after contributions have been pd	Prior to 2020
PL-16	Wage and Tax Statements (W-2 Forms)	Wage and Tax Statements (W-2 Forms)	4 years after due date of tax	Prior to 2020
PL-17	Withholding Allowance Certificates (W-4 Forms)	Withholding Allowance Certificates (W-4 Forms)	4 years after new certificate is filed or employment is	Prior to 2020
PL-18	1099 Forms (Employer's Copy of U.S. Information Return for Calendar Year)	1099 Forms (Employer's Copy of U.S. Information Return for Calendar Year)	4 years	Prior to 2020
PERSONNEL RECORDS				
PS-2	Applications for employment (Not hired)	Applications for employment (Not hired)	2 years	Prior to 2022
PS-4	Commercial Drivers License Records (CDL)	Commercial Drivers License Records (CDL)	Comply with retention requirements promulgated by the	Varies
PS-6	Employee Health Insurance Claim Files	Employee Health Insurance Claim Files	5 years after settlement of claim	Prior to 2019
PS-10	Job Descriptions and Announcements	Job Descriptions and Announcements	Current plus one prior revision	Varies
PS-14	Worker's Compensation Records	Worker's Compensation Records	4 years after signing final settlement receipt, or death	Prior to 2020
PUBLIC WORKS / ENGINEERING RECORDS				

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PW-6	Equipment Records	Operational & maintenance records for public works equipment	Life of Equipment	Varies
PW-8	Maintenance Records-Roads/Buildings/Facilities	Work performed on major equipment, systems, infrastructure	Routine - 5 years	
PW-14	Street Light Records	Routine Maintenance Records	5 years	Prior to 2019
Pw-18	Underground Conduit - PA ONE CALL Records	One Call Records	1 year	Prior to 2023
PARKS AND RECREATION RECORDS				
PR-3	Operations and Maintenance Records	Records of operations & maintenance of sites & equipment showing dates, problems, repairs	5 years	Prior to 2019
PR-6	Park Rules and Regulations	Rules & regulations to use of parks facilities & equipment	5 years after revoked or superseded	Prior to 2019
PLANNING AND BUILDING /ZONING CODE ENFORCEMENT RECORDS				
PL-5	Complaints, Citations, Notices of Violations, and Investigations	Nature of complaint, details of incident, investigation information and disposition	3 years	Prior to 2021
PL-18	Zoning Hearing Board Applications	ZHB Applications	3 years after final decision	Prior to 2021
PL-21	Zoning Hearing Tapes, Stenographic Notes and Transcriptions	Recordings and notes made during Zoning Board hearings and transcripts of proceedings.	90 days after final decisions or after Common Pleas Court ruling	Varies
TAX COLLECTION AND ASSESSMENT				
TA-9	Tax Return Forms/Cards	Employer Quarterly Returns	5 years	Prior to 2019
TA-9	Tax Return Forms/Cards	Annual Employer Reconciliations of EIT WH	5 years	Prior to 2019
TA-9	Tax Return Forms/Cards	Annual Taxpayer EIT and NP Returns	5 years	Prior to 2019
TA-12	Tax Bills, Paid Receipts	Real Estate Tax Bills and Paid Receipts	2 years	Prior to 2022
TA-2	Certifications for Taxes Paid on Real Estate	Real Estate Tax Certifications	2 years	Prior to 2022
TA-6	General and Special Tax Ledger and Related Records	Earned Income Tax Ledger Books	7 years	Prior to 2017
TA-6	General and Special Tax Ledger and Related Records	Real Estate Tax Ledger Books	7 years	Prior to 2017
TA-5	Exoneration Certificates Issued to Tax Collector	Real Estate Tax Exoneration Certificates	5 years	Prior to 2019
TA-8	Occupational Tax Lists	Occupation Tax Reports	Until superseded or obsolete	Those superseded or obsolete
TA-10	Public Utility Realty Reports	Reports submitted to Pa Dept of Rev	7 years	Prior to 2017
TA-11	Real Estate Transfer Records	Recorder of Deeds and Assessment Reports	As Long as of Admin Value	Prior to 2023
TA-13	Tax Collector Monthly Reports to Taxing Districts	Monthly Tax Reports to College Twp and SCASD	7 years	Prior to 2017
TA-15	Tax "Duplicates" (Real Estate and Non-Real Estate)	RE and Other Duplicates	7 years	Prior to 2017
TA-17	Abatements and Exonerations	Assessed tax Appeals and related papers	5 years	Prior to 2019
TA-20	Change of Assessment Notices	Records related to tax assessment changes	3 years after settlement	Prior to 2021
			5 years after settle of appealed cases	Prior to 2019
TA-22	Exemption Files	Exemption application files	3 years after expiration of exemption	Prior to 2021