

RESOLUTION #2023- 011
Disposition of Records
Borough of Honesdale, Wayne County, PA

Resolved by the Borough Council of Borough of Honesdale, Wayne County, Pennsylvania, That

WHEREAS by virtue of Resolution No. 03-09-09-01, adopted March 9, 2009, the Borough of Honesdale declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual, approved December 16, 2008, 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 Borough Council of the Borough of Honesdale, Wayne County, Pennsylvania, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records:

- AL-1 Routine Correspondence – review for administrative value and dispose of accordingly
- AL-4 Bonds, Performance and Security –Years +prior to January 1, 2016
- AL-8 Contract Files: Bids, proposals, and quotations – Successful, Years prior to January 1, 2016
- AL-8 Contract Files: Bids, proposals, and quotations – Unsuccessful, Years prior to January 1, 2020
- AL-10 Disaster plans for Municipal Facilities – retain until superseded or obsolete.
- AL-12 Certificates of Election – retain 11 months.
- AL-12 Ethics Commission Statements of Financial Interest – Years prior to January 1, 2018
- AL-14 Grant Administration Records –comply with retention requirements by the administrative/funding/licensing agency.
- AL-15 Hazardous Substance Survey Forms (HSSF) Retain 30 years
- AL-17 Insurance Claims and Policies –Years prior to January 1, 2011
- AL-20 Liquid Fuel Tax Records –Years prior to January 1, 2012
- AL-21 Mailing Lists – retain until superseded or obsolete.
- AL-22 Master Property and Equipment/Fixed Assets Inventories –Years prior to January 1, 2013
- AL-24(2) Recordings of Public Meetings –until official minutes are approved.
- AL-26 Municipal Obligations (3) Canceled Notes, TAN – Years prior to January 2017
- AL-26 Municipal Obligations (4) Loan Files – Retain 6 years after final payment on loan.
- AL-28 Notices of Violations of Municipal Ordinance –Retain 30 days after issue is settled or resolved
- AL-29 Oaths of Municipal Officials Years prior to January 2017
- AL-30 Permits and Licenses – retain 3 years after expiration of license or denial of application.
- AL-33 Press Release retain as long as of administrative value
- AL-35 Public Meeting/Hearing Notices and Proof of Publication –Years prior to January 1, 2013
- AL-36 Recycling Program Records –Years prior to January 1, 2013
- AL-39 Request for Service Records – (1) Year after satisfaction
- AL-41 Roster of Officials submitted to PennDot – Retain permanently
- AL-42 Sales and Use Tax Exemption Certificates – Retain 3 years from end of year of last sale or lease
- AL-43 Survey of Financial Condition Forms DCED – Years prior to January 1, 2018
- AL-45 Treasurers' Bond Certification to PennDot – Years prior to January 1, 2016
- AL-46 Right to Know Requests – Years prior to January 1, 2019
- FN-1 Account Distribution Summaries (Treasurer's Records -weekly/monthly) – Years prior to January 1, 2020
- FN-1 Account Distribution Summaries (Treasurer's Records -year end) – Years prior to January 1, 2016
- FN-2 Accounts Payable Files and Ledgers – Years prior to January 1, 2016
- FN-3 Accounts Receivable Files and Ledgers – Years prior to January 1, 2016
- FN-4 Annual Audit and Financial Reports (DCED) –Years prior to January 1, 2018
- FN-5 Annual Budget paperwork and Related Records – all prior to January 1, 2016
- FN-9 Bank Statements and Reconciliations – Years prior to January 1, 2016

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- FN-10 Cancelled Checks –Years prior to January 1, 2016
- FN-11 Check Registers –Years prior to January 1, 2016
- FN-13 Deposit Slips – Years prior to January 1, 2016
- FN-18 Purchase Order Files –Years prior to January 1, 2016
- FN-21 Surplus Property Logs –retain until suspended or obsolete.
- FN-23 Sewer Utility & Paid Service Receipts –Years: all prior to January 1, 2016
- FN-25 Voucher Files -- Years prior to January 2016
- PL-01 Cancelled Payroll Checks –Years: all prior to January 1, 2016
- PL-06 Payroll Voucher Registers –Years: all prior to January 1, 2016
- PL-07 Pension Files-Individual Employees – (3) years after all benefits have been paid
- PL-08 Pension Plan Data Sheets –Years: all prior to January 1, 2013
- PL-09 Pension Plans –Annual Summary Records Retain permanently.
- PL-10 Pension Plans –Administration Records –6 Years after termination of plan
- PL-11 Quarterly Returns of Withholding of Federal Income Tax –Years: all prior to January 1, 2019
- PL-12 Quarterly Statements of State & Local Taxes Withheld –Years: all prior to January 1, 2019
- PL-13 Social Security Reports –Years: all prior to January 1, 2019
- PL-14 Timecards & Attendance Records –Years: all prior to January 1, 2020
- PL-15 Unemployment Compensation Records –Retain 4 years after contributions have been paid
- PL-16 Wage & Tax Statements (W-2) – retain 4 years after due date of tax
- PL-17 Withholding Allowance (W-4) –retain 4 years after new certificate is filed or employment is terminated
- PL-18 1099 Forms –Years: all prior to January 1, 2019
- PO-18 Paid Parking Tickets – Years: all prior to January 1, 2021
- PS- 2 Applications for Employment (Not Hired) –Years prior to January 1, 2021
- PS- 3 Civil Service Commission Records – Retain as long as administrative value.
- PS- 6 Employee Health Insurance Claim Files retain 5 years after settlement of claim
- PS- 8 Employee Personnel Records – employees who separate with post- termination benefits retain summary information permanently if not maintained in separate files. All other records retain 5 years after termination
- PS-10 Job Descriptions and Announcements- Descriptions retain current plus one prior provision
- PS-10 Job Descriptions and Announcements – Announcements retain 2 years after position has been filled
- PS-11 Labor Negotiation Files- retain 5 years after expiration of contract
- PS-12 Labor Union Contracts- retain 20 years after expiration
- PS-13 Union Grievances- retain 3 years after resolution
- PS-14 Workers Compensation Records- retain 4 years after the signing of final settlement receipt or 4 years after death of recipient. Retain 10 years if suspension of agreement has been filed.
- PW-6 Equipment Records- retain for life of equipment or sold
- PW-15(3) Street Records- Street Cut/Excavation Permits – Years: all prior to January 1st, 2018.
- PW-18 Underground Conduit-PA One Call Records- Years: all prior to January 1st, 2020
- TA-5 Exoneration Certificates Issued to Tax Collector --Years prior to January 1, 2018
- TA-6 General & Special Tax Ledgers and Related Records –Years: all prior to January 1, 2016
- TA-11 Real Estate Transfer Records --Retain as long as of administrative value.
- TA-13 Tax Collector's Monthly Report to Taxing Districts --Years prior to January 2019
- TA-15 Tax Duplicates – Retain as long as of administrative value.
- TA-27 Zoning -Real Estate Tax Maps – Retain until superseded or obsolete

Adopted this 21st day of March 2023.

HONESDALE BOROUGH



Council President

SEAL

Attest:



Borough Secretary