

RESOLUTION 2021-18

A RESOLUTION OF THE TOWN COUNCIL OF THE MUNICIPALITY OF KINGSTON, LUZERNE COUNTY, PENNSYLVANIA, A HOME RULE MUNICIPALITY, APPROVING THE DESTRUCTION OF SPECIFIC RECORDS

WHEREAS, by virtue of Resolution 2010-6, the Municipality of Kingston 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 Town Council of the Municipality of Kingston, Luzerne County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

ADMINISTRATION OFFICE

FN-9	Bank Statements	2002 - 2014
FN-12	Daily Cash Records (parking tickets)	2017 - 2018
PL-17	W4 Former employees	1987 - 2003
PL-14	Timesheets	2004 - 2014
PS-2	Application for Employment	2010 - 2012
AL-30	Rental Permits	2015 - 2018
AL-17	Insurance Records	1991 - 2009
TA-12	Real Estate Tax Records	2013 - 2014

KINGSTON MUNICIPAL POLICE DEPARTMENT

PO-6	Complaints/Incident Reports/Offense Reports/ 0 Initial Activity Reports	1970-2015
PO-7	Court Orders	1970-2015
PO-8	Criminal History/Investigatory Case Files (2) (3)	1970-2015
PO-9	Criminal History Dissemination Records	1970-2015
PO-10	Daily Activity Records	1970-2015
PO-11	Dispatcher's Logs	1970-2015
PO-12	Firearms and Immunity Records (Departmental)	1970-2015
PO-15	K-9 Corps Records	1970-2015
PO-17	Missing Persons File	1970-2015
PO-18	Motor Vehicle Records (1)(2)(3)(4)	1970-2015
PO-19	PA Uniform Crime Reporting Program Worksheets And Printouts	1970-2015
PO-20	Permits and Related Applications	1970-2015
PO-22	Temporary Detention Records	1970-2015
PO-23	Towing Records	1970-2015
PO-24	Training Records	1970-2015

PO-25 Vacation/Vacant House Check Records
PO-26 Video/Audio Tapes
PO-27 Waivers/Release Forms

1970-2015
1970-2015
1970-2015

FOR THE TOWN COUNCIL

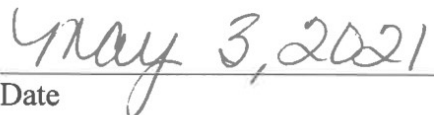
BY: 
Robert Thompson, Jr., President

ATTEST:


Julie Norton, Secretary

APPROVED:


Paul J. Roberts, Jr., Mayor


Date