

**THE BOROUGH COUNCIL OF THE BOROUGH OF RED HILL  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-04**

**DISPOSITION OF SPECIFIC BOROUGH RECORDS**

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**RESOLVED** by the Borough Council of the Borough of Red Hill, Montgomery County, Pennsylvania, that

**WHEREAS**, the Borough of Red Hill declares its intent to follow the schedules and procedures for the disposition of records as set forth in the Pennsylvania Historical and Museum Commission's Municipal Records Manual, approved on 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** the Borough Council of the Borough of Red Hill, Montgomery County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Administration & Legal Records:

1. Liquid Fuels Tax Records dated 2014 and prior. (.3 cubic feet)

Financial & Purchasing Records

1. Accounts Payable/Receivable Files and Ledgers which have been retained seven (7) years or more. (.52 cubic feet)
2. Annual Audit and Financial Reports (submitted to DCED) which have been retained five (5) years or more. (.25 cubic foot)
3. Bank Statements and Reconciliations which have been retained seven (7) years or more. (.7 cubic feet)
4. Cancelled Checks which have been retained seven (7) years or more. (.25 cubic feet)
5. Check Registers which have been retained seven (7) years or more. (.4 cubic feet)
6. Deposit Slips which have been retained seven (7) years or more. (.7 cubic feet)

Payroll Records

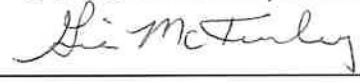
1. Payroll Voucher Registers which have been retained seven (7) years or more. (.7 cubic feet)
2. Quarterly Returns of Withholding Federal Income Tax which have been retained four (4) years or more. (1.2 cubic feet)
3. Quarterly State and Local Taxes Withheld which have been retained four (4) years or more. (.7 cubic feet)
4. Time Cards and Attendance Records which have been retained three (3) years or more. (.4 cubic feet)
5. Unemployment Compensation Records which have been retained four (4) years or more. (.7 cubic feet)
6. W-2 Forms which have been retained four (4) years or more. (.6 cubic feet)
7. 1099 Forms which have been retained four (4) years or more. (.3 cubic feet)

Tax Collection and Assessment Records:

1. Tax Collector's Reports Monthly report submitted to the County Commissioners. Shows name of municipality, date, collection totals, amounts due collector and county, and tax collector's signature. Retain five (5) years. (9.4 cubic feet)

**RED HILL BOROUGH COUNCIL**

By:   
**DORIS DECKER, President**

Attest:   
**Gia McKinley, Secretary**

Approved the 23<sup>rd</sup> day of May, 2023