

**OFFICIAL
TOWNSHIP OF RICHLAND
RESOLUTION NO. 6 of 2023**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF RICHLAND, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DISPOSAL OF CERTAIN, NON-PERMANENT MUNICIPAL RECORDS IN ACCORDANCE WITH THE MUNICIPAL RECORDS MANUAL ISSUED BY THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION AND APPROVED DECEMBER 16, 2008.

WHEREAS, by virtue of Resolution No. 6 of 2023 adopted July 19, 2023, the Township of Richland declared 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; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by the resolution of the governing body of the municipality

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the Township of Richland, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of all the following public records:

I. ADMINISTRATIVE AND LEGAL RECORDS

- (1) Administrative and Subject Files including correspondence, reports, program forms and other records created or received in the course of administering specific programs and providing basic municipal services which are no longer of administrative value after the action is complete.
- (2) No Lien Letters prior to 2012
- (3) Bonds (Performance and Security) All bonds more than 6 years older than expiration date of the bond
- (4) Contract Files
 - (a) Bids & Proposal: Unsuccessful Jobs completed prior to June 2020
 - (b) Bid & Proposals: Successful Terminated prior to June 2017 and June 2014 if construction contract
 - (c) Written contracts Older than 6 years after termination
 - (d) Construction contracts Older than 12 years after termination

(5)	Disaster Plans for Municipal Facilities	Any superseded or obsolete plan
(6)	Ethics Commission Statements	Prior to 2019 Financial Interest Forms
(7)	Grant Administrative Records	Comply with retention requirements of appropriate administering agency
(8)	Hazardous Substance Survey Forms (HSSF)	Prior to June 1993
(9)	Historic Preservation Documentation (including Environmental Review Papers)	Prior to June 2015
(10)	Insurance Claims and Policies	Prior to 6 years after final settlement of all claims and 6 years after expiration of policy
(11)	Liquid Fuels Tax Records	Prior to June 2014
(12)	Master Property and Equipment Inventories	All equipment inventories which have been superseded or were obsolete prior to 2018
(13)	Material Safety Data Sheets	Prior to 1993
(14)	Municipal Obligations including Bonds, bond ledgers and cancelled notes.	Prior to 6 years after cancellation
(15)	Notices of Violation of Municipal Ordinances	Prior to 30 days after resolution
(16)	Oaths of Municipal Officials	Prior to June 2017
(17)	Permits and Licenses	Prior to 3 years after expiration or denial
(18)	Petitions	Prior to June 2018
(19)	Public Hearing Notices and Proof of Publication	Prior to June 2013

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| (20) | Recycling Records | Prior to June 2013 |
| (21) | Department Reports | All reports which are no longer of Administrative value |
| (22) | Request for Service | Sheets and forms: older than one year after satisfaction of and |
| (23) | Right-to-Know Requests | Prior to June 2021 |
| (24) | Sales and Use Tax Exemption Certificates | Prior to June 2017 |
| (25) | Survey of Financial Condition Forms | Prior to June 2018 |
| (26) | Treasurers' Bond Certification | Prior to June 2016 |
| (27) | Tape Recordings of Public Meetings | Immediately after official written minutes are approved |

II. PERSONNEL RECORDS

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| (1) | Applications for Employment (Not Hired) | Prior to 2018 |
| (2) | Commercial Driver's License (CDL) | Comply with retention rules promulgated licensing agency |
| (3) | Employee Health Insurance Claims | Prior to 5 years from settlement of claim |
| (4) | Workers Compensation Record | Older than 4 years after final settlement or death of recipient, and 10 years if suspension agreement has been filed |
| (5) | Equal Employment Opportunity Records | |
| (a) | Compliance records | Prior to June 2020 |
| (b) | Case files | Prior to June 2019 |

- (6) Individual Employee Personnel, Medical, Earnings and Pension Records
 - (a) Employees who terminate With post-termination benefits Prior to 5 years after termination
 - (b) Employees who terminate Without post-termination benefits Prior to 5 years after termination
- (7) Job Announcements Prior to 2021
- (8) Labor Negotiations Files Older than 5 years after expiration of contract
- (9) Union Grievances Older than 3 years after final resolution

III. PAYROLL RECORDS

- (1) Cancelled Payroll Checks Prior to 2016
- (2) Payroll Deduction Authorizations and Registers Prior to 4 years after cancelled or superseded
- (3) Employee earning records: Five years after termination
- (4) Pay Period Reports Prior to 2019
- (5) Payroll Voucher (check registers) Prior to 2016
- (6) Pension Plan Data Sheets Prior to 2013
- (7) Pension Files – Individual Employees Prior to 3 years after all benefits have been paid
- (8) Quarterly Returns of Federal and State and Withholding Taxes Prior to June 2019
- (9) Social Security Reports Prior to June 2019
- (10) Timecards and Attendance Prior to June 2020

Records

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| (11) | Unemployment Compensation Records | Prior to 4 years after contributions have been paid |
| (12) | Wage and Tax Statements (W-2 Forms) | Prior to 4 years of due date of tax |
| (13) | Withholding Allowance (W-4 Forms) | Prior to 4 years after new certificate is filed or employee is terminated |
| (14) | 1099 Forms (Employer's Copy) | Prior to June 2019 |

IV. GENERAL FINANCIAL AND PURCHASING RECORDS

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| (1) | Account Distribution Summaries, Payable Files, Receivable Files and Ledgers | |
| | (a) Weekly/monthly | Prior to June 2020 |
| | (b) Year End | Prior to June 2016 |
| (2) | Fund Balance Sheets | Prior to 2016 |
| (3) | Bank Statements and Reconciliations | Prior to 2016 |
| (4) | Bills, Invoices, Cancelled Checks, Purchase Orders, and Check Registrars | Prior to 2016 |
| (5) | Daily Cash Records and Deposit Slips | Prior to 2016 |
| (6) | Expense Reports (Employees) | Prior to 2016 |
| (7) | Annual Reports Submitted to DCED | Prior to 2018 |
| (8) | Investment Records | 6 years after cancellation |
| (9) | Vendor Files | All files superseded or obsolete |

V. TAX COLLECTION AND ASSESSMENT RECORDS

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| (1) | Bills of Tax, Certifications for Taxes Paid, Paid Receipts | Prior to June 2021 |
| (2) | Delinquent Tax Records | Prior to 1 year after delinquent taxes have been paid |
| (3) | Real Estate Transfer Records | No longer of administrative value |
| (4) | Tax Collector's Reports | Prior to 2016 |
| (5) | Tax Duplicates | Prior to 2016 |
| (6) | Property Assessment Abatements, Change Notices and Exemptions | Prior to 2016 |
| (7) | Interims | Prior to 2018 |

VI. PUBLIC SAFETY RECORDS

- (1) Police Records

All Police Records were transferred to the Northern Regional Police Department of Allegheny County in 2006

- (2) Fire Records

Fire Records are maintained by the local volunteer fire department

- (3) Emergency Services

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| (a) | Comprehensive Emergency Plan And Records | Prior to 3 years after expiration |
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VII. PUBLIC WORKS/ENGINEERING RECORDS

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| (1) | Road Department | |
| (a) | Applications/Licenses/Permits | Prior to 3 years after expiration |
| (b) | Liquid Fuels Records | Prior to 2018 |
| (c) | Maintenance Records; Routine | Prior to 2019 |
| (d) | Motor Vehicle Records | Following sale or transfer to new owner |

- (e) Traffic Sign and Signal Records Following removal or replacement
- (f) Traffic Studies No longer of administrative value
- (2) Sanitary Sewers - Solid Waste Management
 - (a) Act 537 Plans Until superseded
 - (b) Sewer Planning Modules No longer of administrative value
 - (c) Sewer Certificates and Lien Letters Prior to June 2018
 - (d) Sewer Billing Records Prior to 2011

VIII. PLANNING, BUILDING/ZONING AND CODE ENFORCEMENT

- (1) Building Permits
Specification and Plans Commercial structures which have been demolished. Other structure prior to 5 years after certificate of occupancy
- (2) Citations, Complaints,
Notices of Violations
and Investigations Prior to 3 years after final disposition
- (3) Flood Plain Management
Records - Annual Reports Prior to 2015
- (4) Subdivision and Land
Development Reviews
and Approvals/Disapprovals Records no longer of administrative value
- (5) Zoning Hearing Board
Applications Prior to 3 years after final decision
- (6) Tape Recordings of Planning
Commission Meetings Immediately after official written minutes are approved

IX. PARKS AND RECREATION

- (1) Accidents/Incidents Reports Prior to June 2020
- (2) Operation and Maintenance
Records Prior to June 2018

- (3) Program Files Prior to June 2021
- (4) Park Use Records Prior to June 2020

X. INFORMATION TECHNOLOGY RECORDS

- (1) All e-mail messages that have been printed out for inclusion into the Township manual record keeping system; and
- (2) All internally distributed duplicate copies of e-mail messages and attachments where the sender is retaining the official record copy; and
- (3) All e-mail messages made or received on Township systems that have no connection to Township business; and
- (4) All e-mail message consisting of routine correspondence, program files and Housekeeping records that have no further administrative value

RESOLVED AND ADOPTED this 19th day of July 2023.

ATTEST:

TOWNSHIP OF RICHLAND



Dean E. Bastianini
Township Manager



Raymond P. Kendrick, Chairman
Board of Supervisors