TOWNSHIP OF LOWER MERION

ADMINISTRATIVE AND HUMAN RESOURCES COMMITTEE

Wednesday, March 14, 2018
6:15 PM (Approximately)

Chairperson: Rick Churchill
Vice Chairperson: George T. Manos, Todd M. Sinai

AGENDA

1. **RESOLUTION - DISPOSAL OF CERTAIN PUBLIC RECORDS**

2. **HUMAN RELATIONS COMMISSION - APPOINTMENT OF ALTERNATES**

AGENDA ITEM INFORMATION

ITEM: RESOLUTION - DISPOSAL OF CERTAIN PUBLIC RECORDS

Consider for recommendation to the Board of Commissioners adoption of a resolution authorizing the disposal of certain public records in accordance with the schedules and procedures as set forth in the Municipal Records Manual approved by the Pennsylvania Local Government Records Committee on December 16, 2008 and amended July 23, 2009.

PUBLIC COMMENT

ATTACHMENTS:

	Description	Type
🗋	RESOLUTION DISPOSAL OF RECORDS	Resolution

TOWNSHIP OF LOWER MERION

RESOLUTION NO. _____

WHEREAS, the Pennsylvania Local Government Records Committee approved a Municipal Records Manual on July 16, 1993 that sets forth schedules and procedures for the disposition of municipal records, 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 Board of Commissioners of the Township of Lower Merion, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

RECORDS TO BE DESTROYED IN 2018

PARKING DEPARTMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2010	Traffic Citations	1	No
2010	Accounts Payable/Invoices	1	No
2011	General Parking Correspondence	12	No
2011	Cash Receipts, Meter Records, Account Summary	1	No
2011	Parking Tickets	1	No
2011	Voided Traffic Citations	1	No
2011	Traffic Citations	1	No
2012	General Parking Correspondence	12	No
2012	Cash Receipts, Meter Records, Account Summary	1	No
2012	Parking Tickets	1	No
2012	Voided Traffic Citations	1	No
2012	Traffic Citations	1	No

BUILDING AND PLANNING DEPARTMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2012	ZHB Notes of Testimony	4	Yes
2012	Rental license applications	2	No
2012	Residential Building HVAC, Electric, Plumbing Permit Applications	10	Yes
2012	Resale Certifications	2	Yes
2010	Contractor Licensing Records	3	Yes
2014	Daily Cash Receipts	4	No
2013	Complaints/Notice of Violations	1	Yes
2011	Health Inspection Records	2	No

POLICE DEPARTMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2015	Subpoenas	1	No
2013	Accounts Payable Records	3	Yes
2014	Incident Reports	6	Yes
2013	Traffic/Non- Traffic Citations	3	No
2015	Traffic Violation Notices	1	No
2015	Faulty Equipment Notices	1	No

RESOLVED, this ____ day of _____, 2018.

TOWNSHIP OF LOWER MERION
BOARD OF COMMISSIONERS

By: _____
Daniel S. Bernheim, President

ATTEST:

_____
Jody L. Kelley, Township Secretary

AGENDA ITEM INFORMATION

ITEM: HUMAN RELATIONS COMMISSION - APPOINTMENT OF ALTERNATES

Consider for recommendation to the Board of Commissioners the appointment of Richard C. Bayer and Benjamin Garber as alternate members of the Human Relations Commission for 3-year terms, such terms to expire March 2021.

PUBLIC COMMENT