TOWNSHIP OF LOWER MERION

ADMINISTRATIVE AND HUMAN RESOURCES COMMITTEE

Wednesday, October 16, 2019
6:30 PM (Approximately)

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

AGENDA

1. RESOLUTION - DISPOSAL OF CERTAIN PUBLIC RECORDS

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	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 2019

TAX COLLECTORS OFFICE

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2017	Tax Bills	3	Yes
2017	Notices Sent to Taxpayers	3	Yes
2017	Address Changes	3	Yes

PARKING DEPARMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2013	Daily Transaction Sheets	12	Yes
2013	Miscellaneous Voided Traffic Citations	2	Yes
2013	Traffic Citations	2	Yes
2013	Traf-o-Teria Tickets	1	Yes

PUBLIC WORKS DEPARTMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2014	Highway Permits	1	No
2011-2014	Sewer Permits	1	No

BUILDING AND PLANNING DEPARTMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2009-2014	Resale Certificates	4	No
1999	Request for Proposal	2	No
2013	Rental Inspection Reports	1	No
2015-2016	Cash Receipts	4	No
2007-2010	Files for Admin and Subrecipient Account	6	No
1997-2001	Community Development Block Grant Applications	1	No
2005	Files for Residential Rehab	3	No
1992-2001	Community Development Block Grant Applications	7	No

FINANCE DEPARTMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
1967-1992	Audit Reports	2	No
1969-1989	PA Audit and Budget Reports	1	No
1972-1994	Financial Statements	2	No
1990-1995	User Fee Study	2	No
1990-1997	Hud Drawdowns	1	No
1991-1994	Bond Books	1	No
1993	Spot Assessments	1	No
1995-2002	Trend Analysis Reports	1	No
1995-1996	Depreciation Equipment	2	No
1995-1997	Bank Statements	6	No

2000	Bank Statements	2	No
2008-2009	Banking Files	2	No
1995-1997	Closing Files	5	No
2004-2007	Closing Files	3	No
1996-2002	Single Audit Report	1	No
1996 & 1999	Pension Investments	3	No
1997-2009	Bonds, Check Written Off, Community Development Block Grant, Unclaimed Property, Flex Rep	1	Some Copies Exist
1998-2001	General Ledger Reports	2	No
1999-2001	Electric Deregulation Information	1	No
2000	Pension Files	1	No
2001-2002	Financial Statements and Monthly Closing	1	No
2002-2003 2005	Engineering Fees Report Community Development Block Grant, Drawdowns	1	Some Copies Exist
2005-2009	New Homeowners Credit, Sewer Wires, Treasurer Reconciliation, Meter	1	No
2007	Banking Investment Files	1	No
2008-2010	Audit Files	1	No
2008-2012	LST Exemption Certificates	2	No
2009	Office Files	1	No
2009	Sewer and Solid Waste Liens Delinquent Payments, Mailing	1	No
2009-2011	Sewer and Solid Waste Delinquent Payments, Pension Reports Mailing, Refunds, Non-Liens	1	No
2009-2011	Budget Preparation Work	1	No
2009-2011	Check Images	1	No
2010-2011	Business Tax Return Mail	4	No
2010-2011	Cash Receipts	3	No
2010-2012	Business License Payments	2	Yes
2010-2012	Sewer Billing Consumption	6	No
2011	Cash Receipts Reports	6	No

2011	Journal Entries	2	No
2011	Monthly Closing, Bank Statements, Grants, Delinquent RE Tax, Fringe, Check Images	1	No
2011-2012	Parking Meter Information	1	No
2011-2012	Accounts Payable Batched	21	No
2011-2012	Sewer and Solid Waste Liens Satisfied	2	No
2011-2013 2015-2016	Special Meter Cards, Sewer Wires, CAFR Support, New Homeowners Credits, Pension Reports, Solid Waste Change Slips, Delinquent Payments, Delinquent Sewer and Solid Waste Paid, Sewer Adjustment Committee, Second Sewer Mailing, Solid waste Subscriptions Mailing, Delinquent Solid Waste Mailing	5	No
2012	Cash Receipts	14	No
1997 2004-2011	Contract Specifications	67	No
2003-2004 2006 2009	Purchase Orders	12	No
2002-2008	Insurance Budget and Renewal Information	1	Yes
2003	Insurance Policies Renewal	1	No
2005-2007	Workers Compensation Claims Closed	4	Yes
2006 2010-2011	General Liability Claims	3	No
2006	Applications and DVIT	1	Yes
2008-2009	County Assessment Changes	1	No
2009-2010	County Assessment Appeals, Monthly Reports, Hearing Schedules	1	No
2009-2011 2014	Uninsured Property Claims and Auto Liability Claims	2	Yes
2010	Auto Uninsured Property Claims	1	No
2010	Potential General Liability Claims	1	No
2011	Township Property Damage and Auto Claims	1	Yes
2012 2014	Condition Reports	5	No

RESOLVED, this ____ day of _____, 2019.

TOWNSHIP OF LOWER MERION
BOARD OF COMMISSIONERS

By: _____
Daniel S. Bernheim, President

ATTEST:

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Jody L. Kelley, Township Secretary