

**BOROUGH OF EDINBORO
RESOLUTION NO. 4-2021**

WHEREAS, by virtue of Resolution No. 12-2001, adopted October 8, 2001, the Home Rule Borough of Edinboro, Erie County, Pennsylvania declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, and,

WHEREAS, the Municipal Records Manual was updated and approved on December 16, 2008 and amended on July 23, 2009, and Edinboro Borough Council intends to follow the most up-to-date version, 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, THEREFOR, BE IT RESOLVED by Council of Home Rule Borough of Edinboro, Erie County, Pennsylvania, assembled this **4th day of January, 2021** in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Prior 2014 – records requiring 7 year retention:

Insurance claims and policies	Public Utility Realty Reports	
Treasurer Bond Certificates	Job Announcements	
Workers Compensation records	Realty Transfer records	
Civil Service examination records and answer sheets		
Recommendations of Civil Service Applicants for appointments		
Earned Income Tax ledgers/journals/forms/receipts		
Bills/invoices	Accounts payable files & ledgers	
Cancelled checks	Employee expense reports	
Purchase Order files	Any other records require 7yrs	
Accounts Receivable files & ledgers	Cancelled notes	Rental permits
Daily Cash Records	Deposit slips	Soliciting permits
Surplus property sales files	Utility and Paid Service Receipts	
Voucher files	Bank statements	
Bank reconciliations	Check registers	

Prior 2016 – records requiring 5 year retention:

Ethics Commission Statements of Financial Interest
Delinquent Tax Remittance - any other items requiring 5 years
CSC appeals, removal, eligibility lists, examinations
CSC recommendations records
HRA records

Prior 2011 – records requiring 10 year retention: Proof of publications Press releases

Prior 2017 – any other document requiring 4 year retention

Time Cards	Supply Requisitions
Animal Law Enforcement Records	Water Daily Operating Reports
Requests for service forms	Survey of Financial Condition (DCED)
Parking tickets	

Prior 2019 – 2 year retention of not hired application including CSC

Also Other Borough Department's disposal per their section of the Municipal Records Manual

ATTEST:

Borough of Edinboro

BY: _____

Borough Manager Kevin Opple

BY: _____

Mayor