



**SOUTH FAYETTE TOWNSHIP
ALLEGHENY COUNTY**

RESOLUTION NO. 17 OF 2009

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTH FAYETTE TOWNSHIP, ALLEGHENY COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO AUTHORIZE THE DISPOSITION OF VARIOUS PUBLIC RECORDS AS PROVIDED IN THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON July 16, 1993.

WHEREAS, by virtue of Resolution No. 17, adopted August 17, 2009, the Township of South Fayette 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, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the Township;

NOW, THEREFORE, BE IT RESOLVED, by the authority of the Board of Commissioners of the Township of South Fayette, Allegheny County, and it is hereby resolved by authority of the same, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

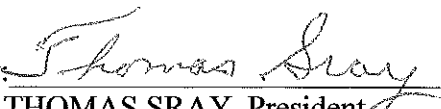
SEE EXHIBIT A

ADOPTED THIS 17th DAY OF August 2009.

Attest:


MICHAEL W. HOY
Township Manager

TOWNSHIP OF SOUTH FAYETTE

By: 
THOMAS SRAY, President
S.F. Twp. Board of Commissioners

Invoices Prior to 2002

Quarterly Sewage Reports

Pension Investment Statements Prior to 2002

PUBLIC WORKS

Liquid Fuel Tax Records Prior to 2002

FIRE

Equipment Manuals Life of the equipment

ZONING/CODE OFFICE

Inspection Report Prior to 2004

Building Permits Prior to 2004

Violation Notices Prior to 2006

Public Notices Prior to 2005

Stop Work Orders Prior to 2005

TAX

Wage Tax Refunds

Tax Receipts Prior to 2007

PAYROLL

Payroll W-2 Prior to 2005

Payroll 1099 Prior to 2005

Payroll Records Prior to 2005

FEMA Records	
COBRA Records	
Oaths of Office	Prior to 2005
Ethics Forms	Prior to 2004
Public Hearing Notices	Prior to 1998
Requests for Services	Prior to 2004
Agendas	Permanent
Exemption Certificates	Prior to 2006
Survey of Financial Condition Form	Prior to 2006
Accounts Payable/Files & Ledgers	Prior to 2002
Balance Sheets/Check Registers	Prior to 2002
Deposit Slips	Prior to 2006
Recycle Reports	Prior to 2004
Union Grievances	Prior to 2006
Health Insurance Records	Prior to 2004
Civil Service Records	Prior to 2004
BOCA Code Books	When updated version is adopted
Budgets (extra copies)	Prior to 2002
Lien Letter	
Accounts Receivable/Files & Ledgers	Prior to 2002
COG Information	
Bank Statements	Prior to 2005

EXHIBIT A

ADMINISTRATION

RECORD	DATE
Settled Liability Claims/ Insurance Policies	Prior to 2003
Expired/Settled Liability Policies	Prior to 2003
Bonds	Prior to 2002
Terminated Successful Vendor Bids	Prior to 1996
Terminated Successful Vendor Contracts	Prior to 2002
Unsuccessful Vendor Bids	Prior to 2005
Terminated/Expired Agreement	Prior to 2002
Expired Labor Agreement Files (retain actual agreements)	Prior to 2004
Legal Ads	Prior to 2002
Proof of Publication	Prior to 1998
Terminated Mutual Aid Agreements	
Mechanical Device Records	
PLGIT Statements	Prior to 2006
Job Applications (not hired)	Prior to 2007
Time Cards	Prior to 2006
Workers Comp Claims	Prior to 2005
Disability Insurance Files	Prior to 2004
Appraisals	Retain until superceded or obsolete
Accident Report	Prior to 2002