



**SOUTH FAYETTE TOWNSHIP
ALLEGHENY COUNTY**

DESTRUCTION OF SPECIFIC RECORDS

RESOLUTION NO. 15 OF 2017

**RESOLVED BY THE BOARD OF COMMISSIONERS OF SOUTH FAYETTE
TOWNSHIP, ALLEGHENY COUNTY, PENNSYLVANIA, THAT**

WHEREAS, by virtue of Resolution No. 6, adopted May 11, 2016, South Fayette Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, 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 South Fayette Township, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

**Record Retention Purge
South Fayette Township
8/23/2017**

TA-2 Certifications for Taxes Paid in Real Estate – retain 2 years:

1995	1999	2003	2007	2011	
1996	2000	2004	2008	2012	
1997	2001	2005	2009	2013	
1998	2002	2006	2010	2014	

TA-6 General and Special Tax Ledgers and Related Records – retain 7 years:

1984	1989	1994	1999	2004	2009
1985	1990	1995	2000	2005	
1986	1991	1996	2001	2006	
1987	1992	1997	2002	2007	
1988	1993	1998	2003	2008	

TA-12 Tax Bills, Paid Receipts – retain 2 years:

1994	1998	2002	2006	2010	2014
1995	1999	2003	2007	2011	
1996	2000	2004	2008	2012	
1997	2001	2005	2009	2013	

TA-15 Tax Duplicates – retain 7 years:

1991	1995	1999	2003	2007	
1992	1996	2000	2004	2008	
1993	1997	2001	2005	2009	
1994	1998	2002	2006		

RESOLVED and ENACTED this 18th day of October, 2017

Attest:



Ryan Eggleston
Township Manager

TOWNSHIP OF SOUTH FAYETTE



Joseph Horowitz, President
Board of Commissioners