

RESOLUTION NO. 2023-

A RESOLUTION OF THE BURGESS AND TOWN COUNCIL OF THE BOROUGH OF POTTSTOWN, AUTHORIZING THE DESTRUCTION OF CERTAIN MUNICIPAL RECORDS BY THE BOROUGH ADMINISTRATION, PARKS AND RECREATION DEPARTMENT, THE FINANCE DEPARTMENT, THE POLICE DEPARTMENT, AND THE UTILITIES DEPARTMENT, PURSUANT TO THE MUNICIPAL RECORDS MANUAL AS AMENDED MARCH 28, 2019.

WHEREAS, by virtue of Resolution No. 2009-24, adopted July 13, 2009, incorporating and modifying Resolution No. 2004-36, the Borough of Pottstown declared its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved December 16, 2008 and as amended March 28, 2019; and

WHEREAS, in accordance with the Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body; and

WHEREAS, the Borough of Pottstown, through its Administration Department, Parks and Recreation Department, and Utilities Department have accumulated certain records that no longer need to be retained pursuant to Borough guidelines and the requirements of the Municipal Records Manual; and

WHEREAS, the Burgess and Town Council of the Borough of Pottstown does further authorize the Borough Manager or those designated by the Borough Manager, to destroy the original copies of certain public records in accordance with the aforesaid requirements, formally declaring that said records are to be disposed of, have no administrative, legal, or historical significances beyond the terms of retention as set forth in the Municipal Records Manual. Video recordings shall be retained for a period of one year. Recordings of public meetings can be disposed of once the official Meeting Minutes are approved. The approved written minutes of each Council Meeting is the official permanent record.

NOW, THEREFORE, BE IT and IT IS HEREBY RESOLVED by the Burgess and Town Council of the Borough of Pottstown, and it is hereby ENACTED and RESOLVED by the authority of same as follows:

SECTION 1. The Burgess and Town Council of the Borough of Pottstown hereby approves the following requests to allow for the destruction of municipal records for the Borough Administration, Finance Department, Parks and Recreation Department, Police Department, and the Utilities Department all of which records are specifically described and identified in Exhibit "A" which is attached hereto and incorporated herein.

SECTION 2. The Borough Departments above described may utilize a third-party contractor for the document shredding and destruction to remove said records under a controlled environment as and when approved by the Borough Manager. At the conclusion of the process, the document shredding and destruction company shall provide to the Borough a Certificate of Destruction.

SECTION 3. All future resolutions to destroy municipal records pursuant to State Law and Borough policy shall be approved by Resolution enacted by the Borough Council.

ENACTED and RESOLVED and this 13th day of February, 2023.

THE BURGESS AND TOWN COUNCIL
OF THE BOROUGH OF POTTSTOWN

BY: _____
Dan Weand, President

ATTEST: _____
Virginia L. Takach, Secretary

Borough of Pottstown

Request for Records Retention Program to Dispose of the Following:

Department Name: <u>Finance</u>			
Actual Document Year	Description of Records	Retention Years per PA Records Manual	Allowable Year to Destroy - up to & Inc.
2016	Accounts Payable	7 years	2023
2016	Cash Receipting	7 years	2023
2016	Bank Statements	7 years	2023
2021	Utility and Tax Certifications	2 years	2023
2020	Journal Entries	3 years	2023

Borough of Pottstown

Request for Records Retention Program to Dispose of the Following:

2023	Utilities - DEPARTMENT	Date: 1/31/23	
Actual Document Year	Description of Records	Retention Years per PA Records Manual	Allowable Year to Destroy - up to & Inc.
2015	Microlab (Drinking Water) Lab data	5 yrs	2020 to present
2016	Microlab (Drinking water) Lab data	5 yrs	2021 to present
2016	Wastewater Lab data	5 yrs	2021 to present
2017	Microlab (Drinking Water) Lab data	5 yrs	2022 to present
2017	Wastewater Lab Data	5 yrs	2022 to present