

RESOLUTION NO. 2021-XX

A RESOLUTION OF THE BOARD OF SUPERVISORS, TOWNSHIP OF CRANBERRY, COUNTY OF BUTLER, COMMONWEALTH OF PENNSYLVANIA, PROVIDING FOR THE DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008, AS MAY BE AMENDED FROM TIME TO TIME (THE "MANUAL").

WHEREAS, by virtue of Resolution No. 2017-13, adopted March 2, 2017, the Township of Cranberry declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Manual approved on 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 Supervisors of the Township of Cranberry, Butler County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

- A. Financial/Payroll/Tax Collection/Utility Billing (Attachment #1)
- B. Administrative/Personnel (Attachment #2)

RESOLVED AND ADOPTED the 29<sup>th</sup> of July 2021.

**ATTEST:**

**TOWNSHIP OF CRANBERRY**

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Daniel D. Santoro  
Township Manager/Secretary

By: \_\_\_\_\_  
  
Richard M. Hadley  
Chairman, Board of Supervisors

## Attachment #1

### Financial Records for Disposition

<ul style="list-style-type: none"> <li>• 2012 PNC Bank Statements</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 PLGIT Statements</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Merchant Statements</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Payroll: Salary Pay 1-24</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Payroll: Hourly Pay 1-26</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Accounts Receivable Pool June-September</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Business Privilege Tax</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 False Alarms</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Time Sheets Pay 1-26 Salary</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Time Sheets Pay 1-24 Hourly</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Payroll Deductions &amp; Taxes</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Accounts Payable Checks January-December</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Tax &amp; Payroll Checks January-December</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> Quarter Journal Entries</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Warrants January-December</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Water/Sewer Batches January-December</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Accounts Receivable Golf</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Accounts Payable Invoices A-Z</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Postage Account Statements</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Accounts Receivable January-December</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Accounts Receivable Paid Misc. Invoices</li> </ul>	<ul style="list-style-type: none"> <li>• &amp; Tax Reports</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Utility Billing: Quarterly Bill Runs</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Utility Billing: Monthly Bill Runs</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Utility Billing: Special Bill Runs</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Utility Billing: Final Bill Runs</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 UB Finals Collections Owners/Tenants/Builder</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 UB Meter Installs</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Meter Repairs</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 UB New Lawn/Pool/Misc. Credits-UB</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 UB Sewer Credits Denied</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Trash Change Out Work Orders-UB</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Trash Change Out Service Requests</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Special Trash Bill Runs-UB</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 UB Payment Reversals</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 UB Monthly Postal Reports</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 UB Security Deposit Refunds</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Pre-treatment Application Reports</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Refund Overpayments</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Tap Fee Report/Inspections</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Late Fees</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Billing Comments</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Customer Correspondence UB</li> </ul>	
	<ul style="list-style-type: none"> <li>• 2012 Terminations</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Journal Entries UB</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Demolition Applications UB</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Fire Line Reports UB</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 NSF Lists UB</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Faxes UB</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Sheriff Sales UB</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Turn on/off Applications UB</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 West View Water Data</li> </ul>
<ul style="list-style-type: none"> <li>• 2012 Budget Customers</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Paid Facility Fee Letters-Commercial Accts</li> </ul>
<ul style="list-style-type: none"> <li>• 2018 Tax Collector-Real Estate Transfer Records</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Tax Collector-Tax Duplicate</li> </ul>
<ul style="list-style-type: none"> <li>• 2017 Tax Collector-Change of Address Records</li> </ul>	<ul style="list-style-type: none"> <li>• 2017 Tax Collector-Tax Bills Paid Receipts</li> </ul>
<ul style="list-style-type: none"> <li>• 2017 Tax Collector-Certification of Taxes Paid on Real Estate</li> </ul>	<ul style="list-style-type: none"> <li>• 2012 Pool Logs</li> </ul>
<ul style="list-style-type: none"> <li>• 1998-2012 Uniform Pension Statement</li> </ul>	<ul style="list-style-type: none"> <li>• 1998-2012 Non-Uniform Pension Statement</li> </ul>
<ul style="list-style-type: none"> <li>• 1990-2012 Liens Satisfied</li> </ul>	<ul style="list-style-type: none"> <li>• 1990-2012 Bankruptcy Files/Satisfied/Dismissed</li> </ul>

ATTACHMENT #2  
ADMINISTRATION/PERSONNEL RECORDS FOR DISPOSITION (2020)

- Ethics Commission Statements for the year 2014
- Electronically Stored Employment Applications (not hired) up to March 31, 2018
- Electronically stored job requisitions from 2010 through 2017
- Insurance policies up to and through the year 2013
- Labor negotiation files for Police, Teamsters and Utility Workers contracts expiring prior to January 1, 2015
- Right-to-Know Requests for the year 2017 and earlier.