

RESOLUTION NO. 2022-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 31st of March 2022.

ATTEST:

TOWNSHIP OF CRANBERRY

By: _____

Daniel D. Santoro
Township Manager/Secretary

Richard M. Hadley
Chairman, Board of Supervisors

Attachment #1

Financial Records for Disposition

- 2014 PLGIT Statements
- 2014 Merchant Statements
- 2014 Payroll: Salary Pay 1-24
- 2014 Payroll: Hourly Pay 1-26
- 2014 Accounts Receivable Pool June-September
- 2014 Business Privilege Tax
- 2014 False Alarms
- 2014 Time Sheets Pay 1-26 Salary
- 2014 Time Sheets Pay 1-24 Hourly
- 2014 Payroll Deductions & Taxes
- 2014 Accounts Payable Checks January-December
- 2014 Tax & Payroll Checks January-December
- 2014 1st, 2nd, 3rd & 4th Quarter Journal Entries
- 2014 Warrants January-December
- 2014 Water/Sewer Batches January-December
- 2014 Accounts Receivable Golf
- 2014 Accounts Payable Invoices A-Z
- 2014 Postage Account Statements
- 2014 Accounts Receivable January-December
- 2014 Accounts Receivable Paid Misc. Invoices & Tax Reports
- 2014 Utility Billing: Monthly Bill Runs
- 2014 Utility Billing: Special Bill Runs
- 2014 Utility Billing: Final Bill Runs
- 2014 UB Finals Collections Owners/Tenants/Builder
- 2014 UB Meter Installs
- 2014 Meter Repairs
- 2014 UB New Lawn/Pool/Misc. Credits-UB
- 2014 UB Sewer Credits Denied
- 2014 UB Payment Reversals
- 2014 UB Monthly Postal Reports
- 2014 UB Refunds
- 2014 Billing Comments
- 2014 Customer Correspondence UB
- 2014 Terminations
- 2014 Journal Entries UB
- 2014 Demolition Applications UB
- 2014 Fire Line Reports UB
- 2014 NSF Lists UB
- 2014 Faxes UB
- 2014 Sheriff Sales UB
- 2014 Turn on/off Applications UB
- 2014 West View Water Data
- 2014 Budget Customers
- 2014 Paid Facility Fee Letters-Commercial Accts
- 2020 Tax Collector-Real Estate Transfer Records
- 2014 Tax Collector-Tax Duplicate
- 2019 Tax Collector-Change of Address Records
- 2019 Tax Collector-Tax Bills Paid Receipts
- 2019 Tax Collector-Certification of Taxes Paid on Real Estate
- 2014 Pool Logs
- 2014 Uniform Pension Statement
- 2014 Non-Uniform Pension Statement
- 2014 Liens Satisfied
- 2014 Bankruptcy Files/Satisfied/Dismissed
- Journal Entries 1997
- Payroll Reports 1997
- Month End Reports 1997
- Social Security & FICA Reports 1997
- Cash Disbursement 1997
- Terminated Employee History 1997

ATTACHMENT #2

ATTACHMENT #2 ADMINISTRATION/PERSONNEL RECORDS FOR DISPOSITION (2021)

- Ethics Commission Statements for the year 2015-2016
- Ethics Commission (1) House Bill No. 39 Session of 1985; (2) Official Advance Copy of Statute Enacted at 1979 Session; (3) Letter from State Ethics Commission to Public Employees i.e., Advisory Opinion or Advice of Counsel phase out
5-10-89
- Pamphlet Guide to Pennsylvania Ethics Act, by State Ethics Commission
- Questions & Answers on Filing a Financial Interest Statement, by State Ethics Commission
- The Pennsylvania State Ethics Commission Annual Report for Year 1985
- The Pennsylvania State Ethics Commission Annual Report for the Year 1986
- The Pennsylvania State Ethics Commission Annual Report for the Year 1988
- Right-to-Know Requests for the year 2018