

OFFICIAL  
BOROUGH OF CRAFTON  
RESOLUTION No. 2023-004

A RESOLUTION OF THE BOROUGH OF CRAFTON,  
ALLEGHENY COUNTY, PENNSYLVANIA AUTHORIZING  
THE DESTRUCTION OF SPECIFIC RECORDS ACCORDING  
TO RULES SET FORTH IN THE PENNSYLVANIA  
MUNICIPAL RECORDS MANUAL.

WHEREAS, by virtue of Resolution No.2009-02 adopted February 11, 2009, the Borough of Crafton 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 Council of Crafton Borough, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Administrative Office:

- Employment Applications from before 2017, 1 cubic foot
- Emails and Project notes from prior to 2017, 1 cubic foot
- Vender promo information from prior to 2018, 3 cubic feet
- Various Contracts and Agreements that were fully executed prior to 2015, 2 cubic feet
- Agreements for services 1990 and prior – 1 cubic foot.
- Sheriff Sale documentation 2021 and prior (available digitally) – 1 cubic foot
- Real Estate Transfer information from 2006 to 2021 (available digitally) 2 cubic feet.
- Refuse bills from 2015 and prior – 1 cubic foot
- Copies of building permits – 2 cubic feet.
- Copies of Zoning and occupancy permits from 2014 and prior – 1 cubic foot.

RESOLVED and ADOPTED this 23rd day of February 2023 by the Council of the Borough of Crafton in lawful session duly assembled.

ATTEST:

By Carissima Kerns  
Carissima Kerns  
Borough Secretary

BOROUGH of CRAFTON

By: John Oliverio  
John Oliverio  
President Borough Council