

BOROUGH OF CRAFTON
RESOLUTION No. 2023-08

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:

- Budget Prep Materials - from 2016 – 3 cubic feet
- Meeting Packet Folders - from 2005-2010, 2018, 2019, 2020 – 6 cubic feet
- Bank Statements from - 2009, 2010, 2012, 2014, 2018, 2019 – 4 cubic feet
- Paid Invoices – from 2002, 2008, 2012, 2013, 2014, 2015, 2017 – 5 cubic feet
- ALCOSAN Billing – from 2005-2007 – 3 cubic feet
- Pension Statements – from 2006-2009 – 2 cubic feet
- Payroll – from 2009-2012 – 2 cubic feet
- Insurance Claims – from 2012 to 2015 – 1 cubic foot
- Engineering Contracts - from 2010 to 2015 – 4 cubic feet

RESOLVED and ADOPTED this 13th day of April 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

