

**BOROUGH OF EDINBORO  
RESOLUTION NO. 4-2023**

**WHEREAS**, by virtue of Resolution No. 12-2001, adopted October 8, 2001, the Home Rule Borough of Edinboro, Erie County, Pennsylvania declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, and,

**WHEREAS**, the Municipal Records Manual was updated and approved on December 16, 2008 and amended on March 28, 2019, and Edinboro Borough Council intends to follow the most up-to-date version, 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, THEREFOR, BE IT RESOLVED** by Council of Home Rule Borough of Edinboro, Erie County, Pennsylvania, assembled this **3rd day of January, 2023** in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

**Prior 2016 – records requiring 7-year retention:**

Insurance claims and policies	Public Utility Realty Reports	
Treasurer Bond Certificates	Job Announcements	
Workers Compensation records	Realty Transfer records	
Civil Service examination records and answer sheets		
Recommendations of Civil Service Applicants for appointments		
Earned Income Tax ledgers/journals/forms/receipts		
Bills/invoices	Accounts payable files & ledgers	
Cancelled checks	Employee expense reports	
Purchase Order files	Any other records require 7yrs	
Accounts Receivable files & ledgers	Cancelled notes	Rental permits
Daily Cash Records	Deposit slips	Soliciting permits
Surplus property sales files	Utility and Paid Service Receipts	
Voucher files	Bank statements	
Bank reconciliations	Check registers	

**Prior 2018 – records requiring 5-year retention:**

Ethics Commission Statements of Financial Interest  
Delinquent Tax Remittance - any other items requiring 5 years  
CSC appeals, removal, eligibility lists, examinations  
CSC recommendations records  
HRA records

**Prior 2013 – records requiring 10-year retention:** Proof of publications      Press releases

**Prior 2019 – records requiring 4-year retention:**

Time Cards	Supply Requisitions
Animal Law Enforcement Records	Water Daily Operating Reports
Requests for service forms	Survey of Financial Condition (DCED)
Parking tickets	


**Prior 2021 – 2-year retention of not hired applications including CSC**

And all other Borough records disposal per their section of the Municipal Records Manual

ATTEST:

Borough of Edinboro

BY:

  
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Manager Jason Spangenberg

BY:

  
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Mayor Aaron Crest