

RESOLUTION NO. 6

RESOLUTION SERIES: 2021

**A RESOLUTION OF THE BOROUGH OF LITTLESTOWN,  
ADAMS COUNTY, PENNSYLVANIA,  
APPROVING THE DESTRUCTION OF CERTAIN RECORDS**

**BE IT RESOLVED**, by the Council of the Borough of Littlestown, Adams County, Pennsylvania, that

**WHEREAS**, by virtue of Resolution No. 2009-1, adopted March 24, 2009, the Littlestown Borough declared its intent to follow the schedule and procedures for the disposition of records as set forth in the Municipal Records 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 Council of Littlestown Borough, Adams County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Record Retention Purge  
Borough of Littlestown

Record Retention 2021					
Box #	Record Title	Citation	Dates	Disposal Year	Cubic Feet
3		ADMIN	2010	2020	1800
9	Accounts Receivables	FN-3	2013	2020	1800
8	Payroll, bids, Tax, Payroll Register, employment applications	AL-8 TA-6 PL-5 PS-2	2013	2020	1800
103	Civil Service	PS-3	2004-2007	Admin	1800
178	Civil Service, business permits, realty reports, Tax receipts	AL-30 TA-10,12 PS-3		2009	1800
15	Pension Files	PL-7	2011-2013	2016	1800
15		ADMIN	2016	2020	1800
17	Payroll Registers	PL-5	2013	2020	1800
1	QTR Fed and Local Tax returns	PL-11,12	2016	2020	1800
27	Water/Sewer Receipts	FN-3	2013	2020	1800
D109	RFP Audit, Sales Tax, Tax Manual	PL-5	2010-2011	2020	1800
PR-3	Payroll Reg, Minutes	PR-3	2013	2020	1800
7	Account Receivables	FN-3	2013	2020	1800
14	W/S Receipts and Bad Checks	FN-3	2013	2020	1800
13	W/S receipts and bad checks	FN-3	2013	2020	1800

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Record Retention 2021					
Box #	Record Title	Citation	Dates	Disposal Year	Cubic Feet
12	Ledger, Bank statements	FN-9	2011-2013	2020	1800
PR-1	Payroll and Timesheets	PL -5 PR-1	2013	2020	1800
4	Accounts Payable	FN-2	2013	2020	1800
5	Accounts Payable	FN-2	2013	2020	1800
6	Accounts Payable	FN-2	2013	2020	1800

**ADOPTED** by the Borough Council of the Borough of Littlestown this 8<sup>th</sup> day of June, 2021.

**ATTEST:**

**LITTLESTOWN BOROUGH COUNCIL  
BOROUGH OF LITTLESTOWN,  
ADAMS COUNTY, PENNSYLVANIA**

Sandy Conrad  
Sandy Conrad  
Borough Secretary

By: Ronald L. Baird  
Ronald L. Baird,  
Council President

(SEAL)