

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2015 - 17

A RESOLUTION OF THE BOARD OF SUPERVISORS OF EAST LAMPETER TOWNSHIP,
LANCASTER, COUNTY, PENNSYLVANIA DISPOSING OF RECORDS ACCORDING TO
STATUTORY REQUIREMENTS

WHEREAS, a Local Government Records Committee was created by Act 28 of 1968 and empowered thereby to make rules and regulations for records disposition; and,

WHEREAS, the municipal Records Manual was approved by said committee on December 16, 2008; and,

WHEREAS, East Lampeter Township intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of East Lampeter Township, Lancaster County, Pennsylvania that it intends to dispose of the following records:

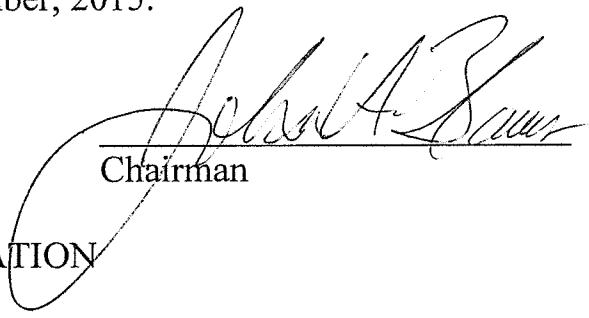
Financial Records:

<u>Year</u>	<u>Type of Record</u>
2007	Accounts Payable Files and Ledgers
2007	Accounts Receivable Files and Ledgers
2007	Bank Statements and reconciliations
2007	Cancelled checks
2007	Check Registers
2007	Daily Cash records
2007	Deposit slips
2007	Financial Statements
2007	Purchase Orders and Purchasing Files
2007	Voucher Files
2007	Payroll Earnings and Deductions Registers
2007	Payroll Registers
2007	Quarterly tax returns
2007	Time cards and attendance records
2007	1099 Forms
2009-2011	Employment applications
2004-2012	Park Use Records

Police Records:

- I. Complaints/Incident Reports/Offense Reports/Initial Activity Reports
 - A. Initial reports completed by officers providing basic information on nature of offense or complaint, time frames, names descriptions, vital statistics, vehicle information and actions taken.
 1. Purge prior to 2012
- II. Criminal History/Investigatory Case Files
 - A. Official case file records, including but not limited to: arrest and detention records, citations and complaints, crime analysis, evidence records, field notes, hospital and medical records, lab reports, offense reports, probation and parole records, press release, warrants, subpoenas, and vehicular reports.
 1. Summary Cases:
 - a. Purge prior to 2010
 2. All other Criminal Cases:
 - a. Purge prior to 1995
- III. Criminal History Dissemination Records
 - A. Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. Information includes name of requester, agency requesting, reason for request, information disseminated and signatures.
 1. Purge prior to 2011
- IV. Daily Activity Records
 - A. Records pertaining to officer activity, including assignment sheets, officer activity reports, patrol logs, sign-in logs, and work schedule. Serves as a time record.
 1. Purge prior to 2011
- V. Dispatcher's Log
 - A. Lists time and location of all calls received for police services, etc.
 - a. Purge prior to 2011
- VI. Vehicle Accidents
 - A. Accident Reports, if not part of Criminal History Case File.
 1. Purge prior to 2010
- VII. Vacation/Vacant House Checks Records
 - A. Retain 30 days unless used as evidence.
 1. Purge prior to October 2015
- VIII. Paid Alarm Assessments
 - A. Purge prior to 2014
- IX. Hearing Schedules & Scheduling Book
 - A. Purge prior to 2014
- X. Traffic/Non-Traffic Citations or Paid Traffic/Non-Traffic Citations
 - A. Purge prior to 2011

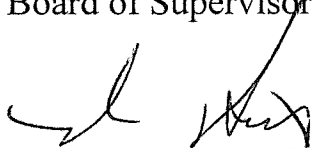
RESOLVED, this ninth day of November, 2015.



Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2015- enacted by East Lampeter Township Board of Supervisors on the ninth day of November 2015.



Secretary

