

RESOLUTION NO. 2020 – 20

A RESOLUTION OF THE BOROUGH OF WEST READING, BERKS COUNTY,  
PENNSYLVANIA APPROVING THE DISPOSAL OF MUNICIPAL RECORDS.

WHEREAS, the Borough of West Reading declares 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, IT IS HEREBY RESOLVED by the Borough Council of the Borough of West Reading, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records.

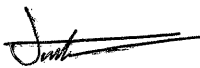
Code Department:

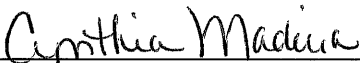
<u>Record Title</u>	<u>Year</u>
PZ-3 – Building Permits and Applications <i>Retain records relating to commercial buildings and structures until structure is demolished. Retain records relating to other structures 5 years after certificate of occupancy has been issued or 5 years after final approval of project (if no certificate of occupancy has been issued).</i>	1982 – 2000
PZ-5 – Complaints, Citations, Notices of Violations, and Investigations <i>Retain 3 years after final disposition.</i>	1982 – 2016

BE IT FURTHER RESOLVED that no other records except those listed on the attachment will be disposed of without further approval and resolution.

DULY ADOPTED AND APPROVED this 21<sup>st</sup> day of October, 2020.

BOROUGH OF WEST READING

By:   
Jack Gombach, Council President

Attest:   
Cynthia Madeira, Borough Secretary