

**RESOLUTION NO. 2021-17**

**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.


**Office of the Treasurer:**


<u>Record Title</u>	<u>Year</u>	<u>Volume</u>
FN2 – Accounts Payable files and ledgers	2005-2014	9 Boxes
FN3 – Accounts Receivable files and ledgers	2005-2014	10 Boxes
FN9 – Bank Statements and Reconciliations	2010-2014	4 Boxes
FN12 – Daily Cash Records	2011-2016	6 Boxes
FN23 – Utility and Paid Service Receipts	2004-2013	5 Box
PL2 – Payroll Earnings and Deductions Registers	2007-2009	$\frac{3}{4}$ Box
PL16 – Wages and Tax Statement (W-2)	2007-2009	$\frac{3}{4}$ Boxes
PL18 – 1099 Forms	2007-2009	$\frac{3}{4}$ Box
PO18 – Parking Violations	2009-2015	2 box
PS6 – Employee Health Insurance	2003-2010	$\frac{1}{2}$ box
PS14 – Workers Comp	2003-2010	$\frac{3}{4}$ box
TA4 – Delinquent Tax	2014	$\frac{1}{2}$ Box
TA12 – Tax Bills, Paid receipts	2011	$\frac{1}{2}$ Box
TA15 – Tax “Duplicates” (Real Estate & Non-Real Estate)	2011	$\frac{1}{2}$ Box

**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 20<sup>th</sup> day of October, 2021.

BOROUGH OF WEST READING

By:   
\_\_\_\_\_  
Jack Gombach, Council President

Attest:   
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Dean Murray, Borough Manager