

RESOLUTION NO. 2024-7

**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 March 28, 2019, 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>
FN-2 – Accounts Payable Files and Ledgers	2015-2017	3 boxes
FN-3 – Accounts Receivable Files and Ledgers	2015-2017	3 boxes
FN-23 – Utility and Paid Service Receipts	2004-2013	1 box
FN-25 – Voucher Files	2016-2017	1 box

Office of the Police Department:

PO-3 Calibration Records	1995–2014	¼ box
PO-4 Citations (Traffic and Non-Traffic)	1988-2018	19 boxes
PO-5 Community Relations Files Crimewatch workbooks	1983-1984	¼ box
PO-6 Complaints/Incident Reports Initial Activity Reports	1990-2018	16 boxes
PO-7 Court Orders (Expungements/PFAs)	1998-2020	2 boxes
PO-8 Criminal History/Investigatory Case Files (2) Summary Cases (5yrs)	1987-2004 / 2014-2015	3 boxes
(3) All other Cases (20yrs)	1994-1999	1 ½ boxes
PO-9 Criminal History Dissemination Records	1980-2018	2 boxes
PO-10 Daily Activity Records	1991-1993 / 1998-2006	4 boxes
PO-17 Missing Persons File	1990-2018	2 boxes
PO-18 Motor Vehicle Records (1) Accident Reports 5yrs	1985-2007	7 boxes
(2) Parking violations (Tickets) 1yr	1995-2015	3 boxes
(3) Police Requests for Removal of Abandoned or Impounded Vehicles 2yrs	1990-2018	2 boxes
(4) Special Driver's Examinations 1yr	1990-2018	2 boxes
PO-19 PA Uniform Crime Reporting Program Worksheets and Printouts 2yrs	2002-2009 / 2014-2021	1 boxes
PO-20 Permits and Related Applications Handicapped parking & other permits 3yrs	1998-2019	1½ boxes
PO-21 Property Records (Evidence/Found/Recovered) 6yrs	1990-2000 / 2001-2017	2 boxes
PO-23 Towing Records 1yr after fine is paid	1990-2018	2 boxes

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 20th day of February 2024.

BOROUGH OF WEST READING

By:



Ryan Lineaweaver, Council President

Attest:



Cynthia Madeira, Borough Secretary

Examined and approved this 20th day of February 2024.



Samantha Kaag, Mayor