

RUSH TOWNSHIP, SCHUYLKILL COUNTY
COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 2021-15

WHEREAS, Rush Township previously adopted Resolution No. 2010-08, which, among other provisions, adopts the municipal records retention schedules set forth in the Municipal Records Manual published on December 16, 2008 by the Bureau of the Pennsylvania State Archives of the Pennsylvania Historical and Museum Commission; and

WHEREAS, the Municipal Records Manual has been amended since its original publication on December 16, 2008, including most recently on March 28, 2019; and

WHEREAS, the Municipal Records Manual contains numerous different retention schedules for numerous different types of records, which could in application create administrative inefficiency by requiring officials and employees of Rush Township to spend unreasonable amounts of their time sorting, filing and storing individual pieces of paper, for example an individual file for a project could contain several different individual documents each subject to a different retention schedule, and so Rush Township wishes to create an internal policy that would adhere to the legally required retention schedules but also allow individual documents to be kept filed together in a logical fashion for ease of finding and storing said records; and

WHEREAS, the internal policy devised by Rush Township is being created to allow individual records logically grouped together but subject to different retention schedules to be grouped together and to be destroyed or disposed of at a time beyond the minimum time called for in the Municipal Records Manual; and

WHEREAS, the internal policy devised by Rush Township may be followed by Township officials and employees, but in no way may the policy allow for the destruction or discarding of a record at a time prior to the time called for in the Municipal Records Manual;

NOW, THEREFORE, be it RESOLVED:

1. Rush Township hereby adopts the municipal records retention schedules as stated in the Municipal Records Manual issued for the Local Government Records Committee by the Pennsylvania Historical and Museum Commission Bureau of the Pennsylvania State Archives, as originally approved on December 16, 2008 and as amended March 28, 2019. No Rush Township officials or employees shall destroy, discard or dispose of municipal records at a time earlier than allowed in said Manual.
2. Rush Township hereby directs its officials/employees to follow, in the future, any further amendments to the Municipal Records Manual beyond the March 28, 2019 edition. No Rush

Exhibit A to Resolution No. 2021-15

The following categories of records should be retained permanently:

- Township Meeting Agendas
- Deeds (including Agreements of Sale and Deeds of Dedication)
- Easements
- Township Meeting Minutes
- Petitions to Amend an Ordinance
- Engineering Reports approved at Meetings
- All Reports of Officials approved at Meetings
- Resolutions
- Ordinances
- Annual Budgets
- Audits
- Permits and Licenses (Zoning, UCC and Floodplain)
- Permit Applications (Zoning, UCC and Floodplain)
- Certificates of Use and Occupancy
- Variances Approved by Zoning Hearing Board (non-Floodplain and Floodplain)
- Planning Commission Meeting Minutes
- Zoning Hearing Board Minutes
- Subdivision and Land Development Ordinance Reviews/Decisions
- Zoning Hearing Board Case Records/Decisions
- Engineering Drawings
- Maps
- Surveys
- Storm Water Management Records
- Tax Millage Certificates
- Intergovernmental Cooperation Agreements (with other Municipalities)
- Proofs of Publication (for Ordinances, Invitations to Bid, etc.)
- Pension Plans
- Police Contracts
- Job Descriptions
- Act 537 Plans
- On-lot Sewage Records

Exhibit B to Resolution No. 2021-15

The following categories of Records may be destroyed after 15 years:

- Bonds (Treasurer's or Contractor's) (beginning after expiration date)
- Contracts (including specifications, bids and signed agreements) (beginning after termination or completion)
- Election Records
- Statements of Financial Interest
- Insurance Claims and Policies
- Litigation Case Files
- Liquid Fuels Tax Records
- Lien Records
- Borrowing or Loan Records (beginning after final payment)
- Notices of Violations of Ordinances
- Oaths of Officials
- Recycling Program Records
- Sales and Use Tax Certificates (beginning from last sale or use)
- Right-to-Know Law Requests
- Emergency Management Plans (beginning after superseded)
- Emergency Services Incidents/Reports
- Accounts Payable Files/Ledgers
- Accounts Receivable Files/Ledgers
- Bank Statements
- Cancelled Checks (including Payroll)
- Deposit Slips
- Purchasing Records
- Municipal Property Accident/Incident Reports
- Park Rules and Regulations (beginning after superseded)
- Park Use Records
- Earnings Records
- Quarterly Withholding Records
- Time Cards/Attendance Records
- Unemployment Compensation Records
- W-2's
- 1099's
- Workers' Compensation Policies
- Insurance Policies
- Applications for Employment
- Personnel Records (beginning after termination)
- Workers' Compensation Case Records
- Heart and Lung Case Records
- Notices of Violation/Citations/Complaints relating to Municipal Ordinances
- Flood Plain Records

Exhibit B to Resolution No. 2021-15 continued

Zoning Hearing Board Applications
Handicapped Parking Space Applications
Notifications of Hazardous Conditions
PA One-Call Records
Tax Collector Certifications
Tax Ledgers/Records
Tax Collector's Reports
Tax Assessment Appeal Records
Appraisals

The following categories of Records may be destroyed after 25 years:

Records relating to Grants Received (including bids, bills, inspections, and grant completion forms)

Exhibit C to Resolution No. 2021-15

The following categories of police records may be retained for the following periods of time:

Permanently Retained

Records on Missing Persons
Investigation File/Case Records for Homicides/Suspicious Deaths

Retained for 20 Years

Investigation File/Case Records for Misdemeanor or Felony Offenses

Retained for 10 Years

Calibration Records
Citations
Records of Complaints Received
Incident Reports
Activity Reports
Investigation File/Case Records for Summary Offenses
Firearms Records
Internal Affairs Investigation Records
K-9 Records (beginning after end of use of animal)
Motor Vehicle Accident Reports
Parking Tickets
Abandoned Vehicle Records
Property Records (beginning after property is no longer in police custody)
Towing Records
Training Records

Township officials or employees shall destroy, discard or dispose of municipal records at a time earlier than allowed in any such amendments.


3. Rush Township officials and employees may use the schedules attached to this Resolution as Exhibits A-C as guides in the retention of municipal records, but in no situation shall records be disposed of earlier than after the period mandated by the Municipal Records Manual.

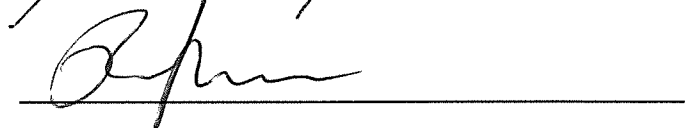
4. Routine correspondence may be disposed of as soon as it is no longer of administrative value.

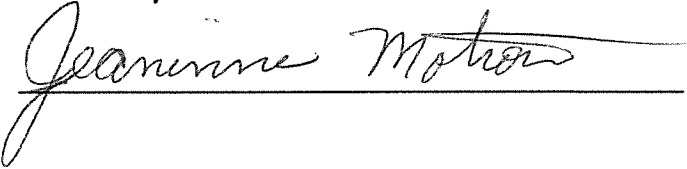
5. Recordings of Rush Township meetings may be disposed of as soon as the Minutes of the recorded meeting are approved at a subsequent meeting provided there is not a pending Right-to-Know request for a copy of said recording. If there is such a request for a recording, the recording should be treated as contained on Exhibit B and may be retained for 15 years.

RESOLVED this 20th day of May, 2021.

RUSH TOWNSHIP BOARD OF SUPERVISORS







SECRETARY ATTEST: