

**TOWNSHIP OF CHELTENHAM  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 27-19**

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**A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF CHELTENHAM TOWNSHIP, MONTGOMERY  
COUNTY, PENNSYLVANIA DECLARING CHELTENHAM  
TOWNSHIP'S INTENT TO FOLLOW THE SCHEDULES  
AND PROCEDURES FOR DISPOSITION OF RECORDS AS  
SET FORTH IN THE PENNSYLVANIA MUNICIPAL  
RECORDS ACT AND THE MUNICIPAL RECORDS  
MANUAL OF 1968, REVISED DECEMBER 16, 2008, AS  
AMENDED FROM TIME-TO-TIME**

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**WHEREAS**, the Board of Commissioners of Cheltenham Township, Montgomery County, Pennsylvania, hereby acknowledges that a Local Government Records Committee of the Pennsylvania Historical and Museum Commission, Division of Archival and Records Management Services was created by the Pennsylvania State Legislature, Act 428 "Municipal Records Act" of 1968, as amended from time to time, and empowered thereby to make rules and regulations for the disposition and management of municipal records; and

**WHEREAS**, the Township of Cheltenham desires to dispose of municipal records according to Pennsylvania statutory requirements in accordance with the schedule of the Municipal Records Manual (MRM) issued by the Local Government Records Committee, which a list of said Cheltenham Township records are outlined in the attached Exhibit "A."

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Cheltenham, Montgomery County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual revised on December 16, 2008, as amended from time to time.


**I HEREBY CERTIFY** that the foregoing resolution was adopted by the Board of Commissioners of the Township of Cheltenham, County of Montgomery, Commonwealth of Pennsylvania, at its public meeting held at Curtis Hall, 1250 West Church Road, Wyncote, Pennsylvania, 19095, under my hand and the Seal of the Township of Cheltenham, this **twentieth day of March, A.D., 2019**, in the year of the Township of Cheltenham the one hundred twentieth.

Resolved and adopted this 20<sup>th</sup> day of **March, 2019**.

**ATTEST:**

  
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**Bryan T. Havir**  
*Township Manager and Secretary*

**TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS**

By:   
**Daniel B. Norris, President**

**EXHIBIT "A"**

<b>Box #</b>	<b>Year(s) of Record</b>	<b>Record Type</b>	<b>Year End To Destroy</b>	<b>MRM REF.</b>
		<b>ADMINISTRATIVE &amp; LEGAL</b>		
	Per grant agency requirements	Grant Files and Unfunded Grant Applications	2018	AL-14
	2016 & earlier	Right to Know Requests	2018	AL-46
	2008 & earlier	Public Meeting/Hearing Notices and Proofs of Publication	2018	AL-35
	2012 & earlier	Bids/Proposals/Contracts/Agreements: In-House Police Dept. Camera System; Constellation Energy Contract; Invasive Species Eradication in Twp Parks	2018	AL-8
	2012 & earlier	Shovel Shop Lease Agreements	2018	AL-8
	2018 & earlier	Police Department Purchase Orders – Duplicates of Financial & Purchasing Records	2018	AL-1
	2018 & earlier	Duplicate files, drafts, edited copy, proofs, research docs, general correspondence, and other general records and materials created or received in the course of administering specific programs and providing basic municipal services by the offices of the Township Manager, Assistant Township Manager, and Public Information Officer that are no longer of administrative value.	2018	AL-1
	2018 & earlier	Manager’s Office Purchase Orders – Duplicates of Financial & Purchasing Records	2018	AL-1
	2018 & earlier	Daily front desk log sheets	2018	AL-1
		<b>FINANCIAL &amp; PURCHASING</b>		
	2011	Payables	2018	FN-2
	2011	Daily Cash Receipts	2018	FN-12
	2011	Check Register and Quarterly Reports	2018	FN-1
	2011	Payables, Check Request Journal; Ledgers	2011	FN-1
	2011	Daily Summary by Acct; Record of Deeds; Violation of Vehicles; Daily Reports	2018	FN-1
	2008	DVIT Insurance: Voided Checks & PO: Deduction Checks	2018	FN-8, FN-10
	2011 & earlier	Tax Office: Letters and correspondence, A/P and closeouts	2018	FN-2
	2011 & earlier	Fire Marshal’s Office P.O. and Bill Records, including telephone invoices and records	2018	FN-18
	2011 & earlier	PECO Rebate Requests	2018	FN-23
	2015 & earlier	Pool and Program Income Receipts	2018	FN-12
		<b>FIRE</b>		
	2008 & earlier	Address file information for defunct businesses. Inspection files.	2018	FN-9
	2008 & earlier	Investigation reports (routine)	2018	FN-11
		<b>PARKS AND RECREATION</b>		
		<b>PAYROLL</b>		
	2010	Public Works Timesheets and Time Cards 2010 and prior	2018	PL-14
	2010	Payroll Timesheets	2018	PL-14
	2011	Payroll Journals	2018	PL-6
	2007 & 2008	Quarterly Payroll Reports	2018	PL-5

		<b>PERSONNEL</b>		
<b>PLANNING, BUILDING, ZONING &amp; CODE ENFORCEMENT</b>				
	2013 & earlier	Residential Building Permits and Applications	2018	PZ-3
	2013 & earlier	Zoning Use & Occupancy Applications	2018	PZ-2
<b>POLICE</b>				
	Years Prior to 2016	Traffic and Non Traffic (Summary) Citations	2018	PO-4
	Years Prior to 2016	PA Uniform Crime Reporting	2018	PO-19
	Years Prior to 1999	Detective Case Files – Minor Cases	2018	PO-8
	Years Prior to 2017	Cell Supervision Sheets	2018	PO-10
	Years Prior to 2017	Patrol Logs	2018	PO-10
	Years Prior to 2014	Police Applicant Testing Materials	2018	Not covered Under MRM; Directive 15
<b>PUBLIC WORKS/ENGINEERING RECORDS</b>				
	2013 & earlier	Street light, Traffic Signal, Road, Building, Facility, etc. routine maintenance and inspection reports	2018	PW-8,PW14
<b>TAX COLLECTION &amp; ASSESSMENT</b>				
	2011 & earlier	Tax Duplicates; Proof Book and Computer Printouts	2018	TA-15
	2011 & earlier	Real Estate Tax Payment Records; Earned Income Tax and Local Services Tax Receipts, and Transmittal Records and Payments	2018	TA-6
	2011 & earlier	Business Privilege Tax Files for Filers who went out of Business, Business Privilege Tax Returns for 2009 and prior	2018	TA-6