

**TOWNSHIP OF CHELTENHAM
RESOLUTION NO. 21-17**

**A RESOLUTION 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**

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 fifteenth day of March, A.D., 2017, in the year of the Township of Cheltenham the one hundred eighteenth.

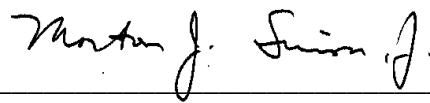
Resolved and adopted this 15th day of March, A.D., 2017.

ATTEST:



Bryan T. Havir
Township Manager and Secretary

**TOWNSHIP OF CHELTENHAM
BOARD OF COMMISSIONERS**

By: 

Morton J. Simon, Jr., President

EXHIBIT "A"

| Box # | Year(s) of Record | Record Type | Year End To Destroy | MRM REF. |
|--------------|-------------------------------|---|----------------------------|-----------------|
| | | ADMINISTRATIVE & LEGAL | | |
| | Per grant agency requirements | Grant Files and Unfunded Grant Applications | 2016 | AL-14 |
| | 2014 & earlier | Right to Know Requests | 2016 | AL-46 |
| | 2006 & earlier | Public Meeting/Hearing Notices and Proofs of Publication | 2016 | AL-35 |
| | 1998-2006 | Refuse Recycling Affidavits | 2016 | AL-36 |
| 6013 | 199-2004 | Sewer Backup Claims | 2016 | AL-17 |
| 1215 | 2007 & earlier | EMS Bids: 2007 Defibrulators, 2006 Ambulance; 2002 Ambulance; 2000 Ambulance | 2014 | AL-8 |
| | 2013 & earlier | Police Department Purchase Orders – Duplicates of Financial & Purchasing Records | 2016 | AL-1 |
| | 2015 & earlier | PSATS Annual Conference Materials | 2016 | AL-1 |
| | 2016 & earlier | ATM Duplicate Files (EDTF) | 2016 | AL-1 |
| | 2016 & earlier | Manager’s Office Purchase Orders – Duplicates of Financial & Purchasing Records | 2016 | AL-1 |
| 6013 | 2005-2008 | Human Resources Dept. Purchase Orders – Duplicates of Financial & Purchasing Records | 2016 | AL-1 |
| | 2016 & earlier | Draft copy, edited copy, memos, mechanicals, proofs and other Materials related to the creation and production of the Township’s Annual report and calendars and biannual newsletters | 2016 | AL-1 |
| | 2016 & earlier | Daily front desk log sheets | 2016 | AL-1 |
| 6002 | 1995-2004 | Routine correspondence and program files, housekeeping records Regarding health care, employee training and other related programs | 2016 | AL-1 |
| | | FINANCIAL & PURCHASING | | |
| 1104 | 2009 | Payables A-E | 2016 | FN-2 |
| 1105 | 2009 | Payables F-M | 2016 | FN-2 |
| 1106 | 2009 | Payables N-S | 2016 | FN-2 |
| 1107 | 2009 | Payables T-Z | 2016 | FN-2 |
| 1064 | 2009 | Daily Cash Receipts January – June | 2016 | FN-12 |
| 1065 | 2009 | Daily Cash Receipts July – December | 2016 | FN-12 |
| 1131 | 2009 | Check Register and Quarterly Reports | 2016 | FN-1 |
| 1036 | 2009 | Payables, Check Request Journal; Ledgers | 2016 | FN-1 |
| 1044 | 2009 | Daily Summary by Acct; Record of Deeds; Violation of Vehicles; Daily Reports | 2016 | FN-1 |
| 1024 | 2006 | DVIT Insurance: Voided Checks & PO: Deduction Checks | 2016 | FN-8, FN-10 |
| 3-2009 | 2009 & earlier | Tax Office: Letters and correspondence, A/P and closeouts | 2016 | FN-2 |
| | | PARKS AND RECREATION | | |
| 6013 | 2008 | Parks and Recreation Accident Reports | 2011 | PR-1 |
| | | PAYROLL | | |
| 1023 | 2008 | EMS Payroll Timesheets – copies | 2015 | PL-14 |
| 109 | 2009 | EMS Payroll Timesheets – copies | 2016 | PL-14 |
| | 2009 | Public Works Timesheets and Time Cards 2008 and prior | 2016 | PL-14 |
| 1052 | 2009 | Payroll Timesheets 10/1/2009 – 12/31/2009 | 2016 | PL-14 |

| | | | | |
|--------|-------------------------------|---|------|-------------------------------------|
| 1051 | 2009 | Payroll Timesheets 7/1/2009 – 9/30/2009 | 2016 | PL-14 |
| 1050 | 2009 | Payroll Timesheets 4/1/2009 – 6/30/2009 | 2016 | PL-14 |
| 1039 | 2009 | Payroll Timesheets 1/1/2009 – 3/31/2009 | 2016 | PL-14 |
| 1075 | 2009 | Payroll Journals January – June | 2016 | PL-6 |
| 1076 | 2009 | Payroll Journals July – December | 2016 | PL-6 |
| 1053 | 2007 & 2008 | Quarterly Payroll Reports | 2015 | PL-5 |
| | 2013 & earlier | Public Works Timesheets | 2016 | PL-14 |
| | | | | |
| | | PERSONNEL | | |
| | 2003 | 2003 Police Chief Search | 2016 | PS-2, PS-10 |
| | 2007 & earlier | Uniform Labor Negotiations Files (Contracts: 1990-1994, 1993-1995, 2001-2003, 2003-2007; Health Care Negotiations: 1995-2001) | 2012 | PS-11 |
| | 1989-2000 | Crossing Guard Labor Negotiation Files | 2006 | PS-11 |
| 6002 | 1999-2000 | Medicare Rx Reimbursement for claims; DVHIT Retiree Reimbursement for removal from Rx | 2006 | PS-6 |
| 6013 | June-Dec. 2006, 2007 and 2008 | Fitness Reimbursements | 2014 | PS-6 |
| 6013 | 2007 | Workers Compensation Records | 2012 | PS-14 |
| 6013 | 2006 | From Celeste Pinder – Job Description revisions and unsigned Descriptions and upgrade of positions | 2016 | PS-10 |
| 6013 | 1999 | Vision Benefits/Waldo Grievance Hartford Insurance Co. upgrading For the use of disposable contact lenses | 2005 | PS-6 |
| 6013 | 2010 | Random drug screens from 1998-2005: disposal in accordance with PA CDL records retention schedule | 2011 | PS-4 |
| | | | | |
| | | PLANNING, BUILDING, ZONING & CODE ENFORCEMENT | | |
| | 2011 & earlier | Residential Building Permits and Applications | 2016 | PZ-3 |
| | 2011 & earlier | Zoning Use & Occupancy Applications | 2016 | PZ-2 |
| | | | | |
| | | POLICE | | |
| | Years Prior to 2014 | Traffic and Non Traffic (Summary) Citations | 2016 | PO-4 |
| | Years Prior to 2014 | PA Uniform Crime Reporting | 2016 | PO-19 |
| | Years Prior to 1997 | Detective Case Files – Minor Cases | 2016 | PO-8 |
| | Years Prior to 2015 | Cell Supervision Sheets | 2016 | PO-10 |
| | Years Prior to 2015 | Patrol Logs | 2016 | PO-10 |
| | Years Prior to 2012 | Police Applicant Testing Materials | 2016 | Not covered Under MRM; Directive 15 |
| | | | | |
| | | TAX COLLECTION & ASSESSMENT | | |
| 1-2009 | 2009 & earlier | Tax Duplicates; Proof Book and Computer Printouts | 2016 | TA-15 |
| 2-2009 | 2009 & earlier | Real Estate Tax Payment Records; Earned Income Tax and Local Services Tax Receipts, and Transmittal Records and Payments | 2016 | TA-6 |
| 4-2009 | 2009 & earlier | Business Privilege Tax Files for Filers who went out of Business, Business Privilege Tax Returns for 2009 and prior | 2016 | TA-6 |
| | | | | |