



## RESOLUTION 2019-1

A RESOLUTION OF THE CENTRE REGION COUNCIL OF GOVERNMENTS,  
CENTRE COUNTY, PENNSYLVANIA, AUTHORIZING  
THE DESTRUCTION OF RECORDS

WHEREAS, by virtue of Resolution 2018-1, adopted on February 26, 2018 the General Forum of the Centre Region Council of Governments (COG) declared its intent to follow the procedures for the disposition of records, as set forth in the *Municipal Records Manual*, most recently approved by the Pennsylvania Historical & Museum Commission, Division of Archival and Records Management Services, on December 16, 2008, last revised July 23, 2009; and,

WHEREAS, in accordance with Act 428 of 1968 (the enabling legislation which governs the disposition of records in the State of Pennsylvania), each individual act of disposition shall be approved by Resolution of the governing body of the municipality; and

WHEREAS, the COG has records such as dental/vision reimbursement forms, Right-to-Know requests, and other employee records that are not required to be permanently retained.

NOW, THEREFORE, BE IT RESOLVED, that the General Forum of the Centre Region Council of Governments, in accordance with the above-cited *Municipal Records Manual*, hereby authorizes the disposition of records as cited on Attachment A.

RESOLVED this 28<sup>th</sup> day of January 2019.

Attest:



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James C. Steff, Executive Director  
Centre Region COG

By:



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Steve Miller, Chair  
Centre Region COG



## ATTACHMENT A

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<b>Category</b>	<b>General Description</b>	<b>Retention Period</b>	<b>Records for Destruction</b>
Contract Files	Bids, ads, proposals, price quotes	12 years after termination of contracts	Prior to 2007
Election Records	Ethics Commission Statement of Financial Interest	5 years	Prior to 2014
Public Meetings	Hearing notices and proof of publication	10 years	Prior to 2009
Exemption Certificates	Forms for vendors exempting from sales and use tax	3 years	Prior to 2016
Purchase Order Files	Purchase orders and related papers	7 years	Prior to 2012
Insurance	Insurance claims and policies	6 years after finalization	Prior to 2013
Employee Earnings	Terminated employee's earning records	5 years	Prior to 2014
Payroll	Employee deduction authorizations	1 year	Prior to 2018
Payroll	Employee timecard and attendance records	3 years	Prior to 2016
Payroll - Personnel	Unemployment and workers compensation records, W-2s, W-4s,	4 years	Prior to 2015
Personnel	Employee health insurance claims	5 years	Prior to 2014
Personnel	Applications for employment - not hired	2 years	Prior to 2017
Personnel	Job descriptions and announcements	Current plus one prior revision	Varies
Personnel	Equal Employment Opportunity records	4 years	Prior to 2015
Personnel	Accident/incident/complaint reports	3 years	Prior to 2016

<b>Category</b>	<b>General Description</b>	<b>Retention Period</b>	<b>Records for Destruction</b>
Disposal Records	Transporter/hauler records	10 years	Prior to 2009
Financial	Department requests, review files, and correspondence related to annual budget	7 years	Prior to 2012
Administrative	Employee and opinion surveys and summaries	As long of value	Varies
Administrative	Right to Know Requests	2 years	Prior to 2017
Administrative	Disposal violations of municipal ordinances	30 days	Prior to 2019
Administrative	Recycling Program records	10 years	Prior to 2009