

**JEFFERSON BOROUGH,  
YORK COUNTY, PENNSYLVANIA  
48 BALTIMORE STREET, P.O. BOX 146  
CODORUS, PA 17311**

---

**RESOLUTION NO. 2013 – 09**

---

**RESOLVED BY BOROUGH COUNCIL OF THE JEFFERSON BOROUGH, YORK COUNTY, PENNSYLVANIA, THAT**

---

**WHEREAS**, by virtue of Resolution No. 2013-06, adopted September 3, 2013, the Jefferson Borough declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, 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, BE IT RESOLVED** that the Borough Council of the Jefferson Borough, York County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records, as recorded by record title, dates and a total of cubic feet:

**ADMINISTRATIVE AND LEGAL RECORDS**

Disaster Plans for Municipal Facilities	
Emergency Operations Plans (Obsolete)	2004 and prior years

**PAYROLL RECORDS**

Payroll Deduction Authorizations	2008 and prior years
Quarterly Returns of w/h of Federal Income Tax	2004 and prior years
Quarterly Statements of State & Local Taxes Withheld	2004 and prior years
Unemployment Compensation Records	2004 and prior years
Payroll Records not included above	2004 and prior years
Ethics Commission Statements of Financial Interest	2007 and prior years

**GENERAL FINANCIAL AND PURCHASING RECORDS**

Accounts Payable Files, Bills and Ledgers	2004 and prior years
Bank Statements and Reconciliations	2004 and prior years
Utility Bills & Receipts	2004 and prior years
Refuse Bills & Receipts	2004 and prior years
Cancelled Checks	2004 and prior years
Check Registers	2004 and prior years
Deposit Slips	2004 and prior years
General Ledger Analyses	2004 and prior years
Invoices	2004 and prior years
Purchase Order Files	2004 and prior years

**TAX COLLECTION AND ASSESSMENT RECORDS**

Delinquent Tax Collection Records	2004 and prior years
General and Special Tax Ledgers/Journals	2004 and prior years
Real Estate Transfer Records	2004 and prior years
Tax Bills, Paid Receipts	2004 and prior years
Tax Duplicates	2004 and prior years

**POLICE RECORDS**

Complaints	2004 and prior years
Motor Vehicle Records	2004 and prior years

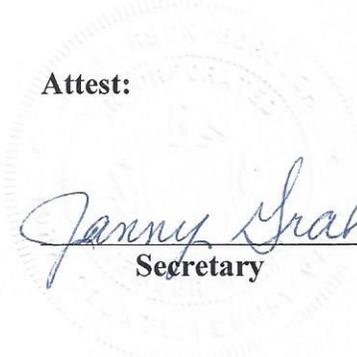
**TOTAL CUBIC FEET**

**28.75 CUBIC FEET**

ADOPTED this 2<sup>nd</sup> day of December, 2013 by the Jefferson Borough Council.

Attest:

**JEFFERSON BOROUGH COUNCIL**



*Janny Graham*  
Secretary

By: *Marlyn D. Stauffer*  
President