

FAIRFIELD TOWNSHIP
Disposition Resolution for
Destruction of Specific Records

RESOLUTION #3-2013

Payroll Records
PA One Call Records

Resolved by the BOARD OF SUPERVISORS of FAIRFIELD TOWNSHIP, WESTMORELAND County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 1 OF 2009, adopted the 12th day of February, 2009 the TOWNSHIP OF FAIRFIELD declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, 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 BOARD OF SUPERVISORS of FAIRFIELD TOWNSHIP, WESTMORELAND County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Record Title (7 yrs)	Records #	Date
Payroll Records (PL)		
Cancelled Payroll Checks	PL1	1961-2007
Employee Payroll Adjustment Records	PL2	1961-1988*
Individual Employees Earnings Record	PL3	1961-2007
Payroll Deduction Authorizations	PL4	1961-2007
Payroll Earnings and Deductions Register	PL5	1961-1988*
Payroll Voucher (Check) Registers	PL6	1961-2007
Quarterly for Federal Income Tax	PL11	1961-2007
Quarterly for State & Local Tax	PL12	1961-1988*
Social Security Reports	PL13	1961-1988*
Time Cards and Attendance Records	PL14	1961-1988*
Unemployment Compensation Records	PL15	1961-1988*
Wage and Tax Statements (w-2 Forms)	PL16	1961-2007
Withholding Allowance Certificates (W-4)	PL17	1961-2007
1099 Forms (Employers Copy)	PL18	1961-2007
Retain 1 Year		
Public Works/Engineering Records (PW)		
Underground Conduit-PA One Call		
Records	PW18	2011 and older

Attest:

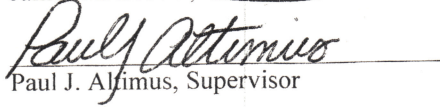
SEAL


Emma J. Brendlinger, Sec. Tres
8/8/2013

Signatures


Vaughn E. Tantlinger, Chairman


James M. Brown, Vice-Chairman


Paul J. Alfinus, Supervisor

* Resolution #5-2012 Covered these from 1989 to 2007