

**FAIRFIELD TOWNSHIP**  
**Disposition Resolution for**  
**Destruction of Specific Records**  
**RESOLUTION # 3 OF 2016**

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

WHEREAS, by virtue of Resolution No. 1 OF 2009, adopted the 12<sup>th</sup> 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:

**For all accounts, State Fund, General Fund, Act 13, Road Fund, Fire Hall Fund**

<b>Record Title</b>	<b>Records #</b>	<b>Date (Years)</b>
<b>(12 Year Retention)</b>		<b><u>2003 and older</u></b>
Contracts, Advertisements, Bidders, Quotes, Bids, Successful Bidders	AL8	
<b>(10 Year Retention)</b>		<b><u>2005 and older</u></b>
Proof of Publication	AL35	
<b>(7 Year Retention)</b>		<b><u>2008 and older</u></b>
Liquid Fuels Records, Cancelled Checks, Vouchers, Bank Statements, Bills	AL20	
Treasurers Bond	AL45	
Accounts Payable (files/ledgers)	FN2	
Accounts Receivable (files/ledgers)	FN3	
Balance Sheet	FN8	
Cancelled Checks	FN 10	
Deposits Slips	FN13	
Expense Reports from Employees	FN15	
Purchase Orders	FN18	
Utilities and Paid Service Records	FN 23	
Voucher Files	FN25	
Payroll Cancelled Checks	PL1	
Payroll Voucher Check Register	PL6	
Special Tax Ledgers & related Records	TA6	
Public Utility Realty Record	TA10	
Tax Collectors Monthly Report to Tax District	TA13	
<b>(6 Year Retention)</b>		<b><u>2009 and older</u></b>
Bonds, Performance, Security, Employees, Contractors	AL4	
Insurance Claims, Settled, Policies	AL17	
Municipal Obligations, Bonds, after canceled	AL26-1	
Canceled Notes	AL26-2	
Loan Files after Final Payment	AL26-4	
Oath of Municipal Officials	AL29	
<b>(5 Years Retention)</b>		<b><u>2010 and older</u></b>
Ethics Statements	AL12	
<b>(4 Years Retention)</b>		<b><u>2011 and older</u></b>
Employee Record	PL2	
Payroll Deduction Authorization	PL4	
Pay Period Reports	PL5	
Quarterly Returns of Federal Income Tax	PL11	
Quarterly Statements of State and Local Tax	PL12	
Social Security Reports	PL13	
Unemployment Compensation	PL15	
W4 Withholding Form	PL17	

<u>(3 Years Retention)</u>		<u>2012 and older</u>
Permits, Licenses after expiration or denied	AL30	
Survey of Financial Condition forms to DCED	AL43	
Account Distribution Summaries, Treasurers	FN1	
Report Receipts-Disbursements		
Daily Cash Records	FN12	
Payroll Time Cards/Attendance Record	PL14	
<u>(2 Year Retention)</u>		<u>2013 and older</u>
Certifications for Taxes	TA2	
Mobile Home Removal Permits issued by Tax	TA7	
Collector		
Tax Bills/Paid Receipts	TA12	
<u>(1 Year Retention)</u>		<u>2014 and older</u>
Municipal Lien Letter after Satisfied	AL26	
PA 1 Call Records	PW18	
Delinquent Tax Collection (non RE) lien list, etc.	TA4	

**RESOLVED**, this 14<sup>th</sup> day of January, 2016.

**Attest:**



*Vaughn E. Tantlinger*  
Vaughn E. Tantlinger, Chairman

*Paul J. Altimus*  
Paul J. Altimus, Vice-Chairman

*Emma J. Brendlinger*  
Emma J. Brendlinger, Sec-Tres

*James Brown*  
James Brown, Supervisor

**RECORDS KEY**

AL—Administration/Legal Files  
 FN—Financial & Purchasing Records  
 PL—Payroll Records  
 PS—Personnel Records  
 PZ—Planning/Building/Zoning Code Enforcement  
 Records

PW—Public Works/Engineering Records  
 TA—Tax Collection/Assessment Records  
 WM—Waste Management /Sewage Disposal Records  
 WQ—Water Quality/Supply/Distribution Records