

FAIRFIELD TOWNSHIP
Disposition Resolution for
Destruction of Specific Records
RESOLUTION # 5 OF 2012

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:

For all accounts, State Fund, General Fund, Etc.

Record Title	Records #	Date (Years)
(7 Year Retention)		
Accounts Payable Files and Ledgers	FN2	1989 to 2004
Accounts Receivable Files and Ledgers	FN3	1989 to 2004
Bank Statements, Cancelled checks	FN9, FN10	1989 to 2004
Check Register, Deposit Slips	FN11, FN13	1989 to 2004
Payroll Checks	PL1	1989 to 2004
(4 Years Retention)		
Payroll Records	PL2	1989 to 2007
Payroll Earnings/Deductions	PL5	1989 to 2007
Quarterly for Federal Income Tax	PL11	1989 to 2007
Quarterly for State & Local Tax	PL12	1989 to 2007
Quarterly for Social Security	PL13	1989 to 2007
Quarterly for Unemployment Comp.	PL15	1989 to 2007

RESOLVED, this twelfth day of JULY, 2012.

Attest:

Signatures

SEAL

Vaughn E. Tantlinger, Chairman

James M. Brown, Vice-Chairman

Emma J. Brendlinger, Sec-Tres

Paul J. Altimus, Supervisor