

RESOLUTION 2025-4

**A RESOLUTION APPROVING THE DISPOSITION OF
CERTAIN TAX RECORDS**

WHEREAS, in accordance with Act 428 of 1968, the Local Government Records Committee created the Municipal Records Manual, most recently approved on December 16, 2008 to provide guidance for proper record management, preservation and disposal; and

WHEREAS, pursuant to Port Allegany Borough Resolution 2020-05 the Borough Council recognized the Municipal Records Manual and expressed its intention to follow the retention and disposal of records schedule set forth therein; and

WHEREAS, certain Borough tax documents are appropriate for disposition and the Tax Collector for Port Allegany Borough desires to dispose of these records in accordance with the Municipal Records Manual schedule; and

NOW THEREFORE, be it, and it is hereby **RESOLVED** that the attached list of records are approved for disposition.

RESOLVED this 6th day of January 2025, by the Borough Council of Port Allegany Borough, McKean County, and Commonwealth of Pennsylvania.

Port Allegany Borough



Council President





Borough Secretary

**DESTRUCTION OF TAX RECORDS
END OF YEAR 2025**

- 2021 list of unpaid taxes against any property advertised for by Sheriff sale (Tax Collector filed with Sheriff)
- 2021 Tax certifications
- 2021 Change of address records
- 2021 Mobile Home Removal Permits
- 2021 Tax bill copies and paid receipts (includes credit/debit card payments)
- 2022 delinquent tax collection records (R/E & P/C lists)
- 2017 Tax “Duplicates,” Exoneration Certificates, General & Special tax ledgers & related records (Income Exemptions) and monthly reports to taxing districts & bank statements