

NEWBERRY TOWNSHIP

RESOLUTION NO. 2026-13

A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN PUBLIC RECORDS PURSUANT TO THE MUNICIPAL RECORDS MANUAL OF THE LOCAL GOVERNMENT RECORDS COMMITTEE FOR NEWBERRY TOWNSHIP, YORK COUNTY, PENNSYLVANIA

WHEREAS, Newberry Township ("Township") is a second-class township duly organized and existing under the laws of the Commonwealth of Pennsylvania and is the custodian of certain public records; and

WHEREAS, pursuant to the Municipal Records Act, 53 Pa.C.S.A. § 1381 et seq., the Township may lawfully dispose of public records in accordance with schedules and procedures approved by the Local Government Records Committee; and

WHEREAS, the Local Government Records Committee has approved the Municipal Records Manual, approved December 16, 2008, as amended March 28, 2019, which establishes retention and disposition schedules for records of Pennsylvania municipalities; and

WHEREAS, by prior Resolution No. 04-14, adopted September 14, 2004, the Township declared its intent to follow the schedules and procedures set forth in the Municipal Records Manual; and

WHEREAS, the Board of Supervisors desires to authorize the destruction of certain public records identified on Exhibit A attached hereto that have met the applicable retention periods established by the Municipal Records Manual and Township record retention schedule, are no longer needed for municipal purposes, are not subject to audit requirements, and are not involved in any pending litigation, claim, investigation, or Right-to-Know request.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby RESOLVED by the Board of Supervisors of Newberry Township, York County, Pennsylvania, as follows:

SECTION 1. The Township hereby authorizes the destruction of the records identified on Exhibit A, attached hereto and incorporated herein by reference, provided that all applicable retention periods have expired and provided further that the records are not subject to any outstanding audit, litigation hold, investigation, claim, Right-to-Know request, or other legal requirement for continued retention.

SECTION 2. The Township Manager, Secretary, and/or designated records custodian are authorized to take all actions necessary to carry out the destruction of the records listed on Exhibit A in accordance with the Municipal Records Act, the Municipal Records Manual, and the Township's adopted retention schedule.

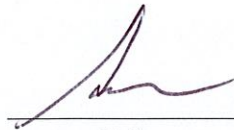
SECTION 3. Nothing in this Resolution shall authorize the destruction of: (a) records scheduled for permanent retention; (b) records designated as active, life, value, permanent, or retained until central service is available; (c) records created prior to 1910 without further approval where required; (d) records subject to pending or unresolved audit; (e) records involved in litigation, investigation, claim, grant closeout, project closeout, warranty issue, personnel hold, pension issue, or Right-to-Know request; or (f) records otherwise required by law, regulation, contract, or funding condition to be retained for a longer period.

SECTION 4. This Resolution shall take effect immediately.

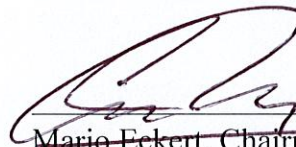
RESOLVED this 28th day of April 2026, by the Board of Supervisors of Newberry Township, York County, Pennsylvania.

ATTEST:

**NEWBERRY TOWNSHIP
BOARD OF SUPERVISORS**



Aaron Schwartz, Secretary



Mario Eckert, Chairman

Anthony Miller, Vice Chair



EXHIBIT A

SCHEDULE OF RECORDS APPROVED FOR DESTRUCTION

The following records have met the applicable minimum retention periods under the Municipal Records Manual, subject in all cases to completion of any required audit and resolution of any pending claim, litigation, investigation, grant closeout, personnel matter, or Right-to-Know request.

| Record Series | Retention | Eligible for Destruction |
|---|--|---------------------------------|
| Accounts payable/receivable ledgers and files | 7 years | Prior to 2019 |
| Ledger/check registers/balance sheets | 7 years | Prior to 2019 |
| Bills and invoices | 7 years | Prior to 2019 |
| Cancelled checks | 7 years | Prior to 2019 |
| Deposit slips | 7 years | Prior to 2019 |
| Bank statements and reconciliations | 7 years | Prior to 2019 |
| Budget reports sent to DCED | 5 years | Prior to 2021 |
| Bonds retained with contracts, where contract retention requirements have expired | 6 years after expiration or cancellation, where applicable | Prior to 2020 |
| Contract files (ad, bid tab, specs, lease/agreement) | 6 years after expiration/completion, unless longer retention applies | Prior to 2020 |
| Successful bid files retained with contract, after completion | Retained with contract file | Prior to 2020 |
| Unsuccessful bid files, after project completion | 3 years | Prior to 2023 |
| Statements of financial interest (ethics) | 5 years | Prior to 2021 |
| Insurance policies, from expiration where no claims exist | 6 years after expiration | Prior to 2020 |
| Insurance claims, from settlement | 6 years after final settlement | Prior to 2020 |
| Notes/bonds after cancellation | 6 years after cancellation | Prior to 2020 |
| Treasurer's bond certifications | 7 years | Prior to 2019 |
| Building permits, after certificate of occupancy | 5 years | Prior to 2021 |
| Citations, from resolution | 3 years | Prior to 2023 |

| | | |
|---|---|--------------------------|
| Liquid Fuels Tax Records | 7 years | Prior to 2019 |
| Roadmaster reports | 5 years after superseded or obsolete / administrative value | Prior to 2021 |
| Recycling Program Records | 10 years | Prior to 2016 |
| Payroll cancelled checks/check registers | 7 years | Prior to 2019 |
| Quarterly Tax Reports (Federal/State/Social Security) | 4 years | Prior to 2022 |
| Unemployment Compensation Forms (UC-2) | 4 years | Prior to 2022 |
| Withholding/Deduction Authorizations | 4 years | Prior to 2022 |
| Applications for employment for applicants not hired | 2 years | Prior to 2024 |
| Workers' Compensation records, after settled | 5 years after termination of employment | Prior to 2021 |
| Public Utility Realty Reports | 4 years after final action or settlement | Prior to 2022 |
| Flood Plain Management Reports | 7 years | Prior to 2019 |
| Building/Zoning Reports to Census Bureau | 5 years | Prior to 2021 |
| Foreign Fire records, only after completion of the applicable audit period and resolution of all audit findings | 5 years | Prior to 2021 |
| Exonerations | 7 years and audit resolution | Prior to 2019 |
| ZHB Applications, after final decision | 5 years | Prior to 2021 |
| ZHB Transcripts/Notes/Tapes, where no appeal was filed | 3 years | Prior to 2023 |
| Right-To-Know Requests | 2 years after final adjudication/decision | Prior to January 1, 2026 |

- Excluded from this authorization are all permanent records, all records created prior to 1910 unless separately approved, and any records subject to unresolved audit findings, litigation, claims, investigations, grant or project closeout requirements, personnel holds, pension issues, or other legal retention requirements.

- If a listed record series is governed by a contract, grant, insurance requirement, or agency rule requiring a longer retention period, the longer period controls.

CERTIFICATE

I, the undersigned, Secretary of the Board of Supervisors of the Township of Newberry, York County, Pennsylvania (the "Township"), certify that the foregoing is a true and correct copy of a Resolution of the Board of Supervisors of the Township which was duly enacted by _____ to _____ affirmative vote majority of the members of the Board of Supervisors of the Township, at a regular meeting held on April 28, 2026, that said Resolution has been recorded in the Resolution Book of the Township; that said Resolution was duly published as required by law; and that said Resolution remains in effect, unaltered and unamended as of the date of this Certificate.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township on this 28th day of April 2026.



Aaron Schwartz, Secretary