

**MT. LEBANON, PENNSYLVANIA  
RESOLUTION NO. R-1-19**

**A RESOLUTION OF MT. LEBANON, PENNSYLVANIA  
AUTHORIZING THE DESTRUCTION OF CERTAIN MUNICIPAL RECORDS**

*WHEREAS*, by Resolution No. R-6-89, Mt. Lebanon adopted the Retention and Disposition Schedule for municipal records issued by the Pennsylvania Historical and Museum Commission on May 17, 1982; and

*WHEREAS*, the Pennsylvania Historical and Museum Commission has updated said Schedule; and

*WHEREAS*, an inventory has been made of certain Mt. Lebanon municipal records; and

*WHEREAS*, this inventory indicates that the following records may be destroyed under the provisions of the schedule.

*NOW, THEREFORE, BE IT RESOLVED* that destruction of records as listed on the attached sheet is authorized; and

*BE IT FURTHER RESOLVED* that the Commission hereby adopts and intends to follow the Municipal Records Retention Manual, 2008 edition (updated July 23, 2009), as the same is amended from time to time.

*ADOPTED* by the Commission of Mt. Lebanon, Pennsylvania this 12th day of February 2019.

MT. LEBANON, PENNSYLVANIA

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President, Mt. Lebanon Commission

ATTEST:

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Manager/Secretary

MGR19006

February 12, 2019

**Administration - Documents for Destruction**

- 2013 Administrative General Correspondence
- 2013 Discussion Agendas
- 2013 Solicitor's Statements
- 2013 Finance General Correspondence
- 2013 Public Works General Correspondence
- 2013 Inspections General Correspondence
- 2013 Uptown General Correspondence
- 2013 Fire Department General Correspondence
- 2013 Police Department General Correspondence
- 2013 Recreation Department General Correspondence
- 2013 Mt. Lebanon School District Minutes, Agendas and General Correspondence
- 2013 Tax Office General Correspondence
- 2013 Boards & Authorities General Correspondence
- 2013 Voucher Lists
- 2013 Supplemental Agendas
- 2013 Minutes (copies)

## RECORDS DISPOSAL REQUEST

### POLICE DEPARTMENT

<b>Record Title</b>	<b>Year</b>	<b>Where Records Stored</b>
Overtime Slips	2012	PSB Basement Storage
Payroll Records	2011	PSB Basement Storage
Payroll Slips	2011	PSB Basement Storage
Payroll Roster	2011	PSB Basement Storage
Invoices	2011	Police Administration
General Correspondence	2013	Police Administration
Animal Law Enforcement Records	2016	Records Department
Citations (Traffic & Non-Traffic)	2015	Records Department
Complaints/Incident/Offense/Initial Activity Reports	2015	Records Department
Criminal History / Investigatory Case Files (Summary Cases)	2013	Records Department
Criminal History / Investigatory Case Files (All Other)	1998	Records Department
Criminal History Dissemination Records	2016	Records Department
Daily Activity Records (Police/Animal Control)	2015	Records Department
Motor Vehicle Records (Accidents)	2013	Records Department
Motor Vehicle Records (Abandoned/Impounded Vehicles)	2016	Records Department
Motor Vehicle Records (Special Driver Exam)	2017	Records Department
UCR Printouts	2016	Records Department
Permits/Related Applications	2015	Records Department
Property Records (Evidence/Found/Recovered)	2012	Records Department
Temporary Detention Records	2015	Records Department
Temporary Detention Records (Inspection Reports Dept of Corrections)	2014	Records Department
Towing Records (Towing Service Records)	2017	Records Department

January 2019

## RECORDS DESTRUCTION REQUEST - FINANCE DEPARTMENT - 2019

Records Title	Year	# yrs to keep	Location of records		
AP Files	2011	7	Storage Room		
AP Deposit Slips	2012-2014	3	Storage Room		
AP Check Registers	2011	7	Storage Room		
AP Cash Disbursement Reports	2011	7	Storage Room		
AP Interfaces	2011	7	Storage Room		
Year End A/P Distribution Report	2011	7	Storage Room		
Earned Income Tax Reports	2002-2011	4	Cabinet		
Payroll Recap Sheets	2014	4	Storage Room		
Medical Reimbursements	2012	5	Storage Room		
Budget Backup	2006	7	Storage Room		
Journal Entries	2009-2010	7	Storage Room		
State Highway Aid Submissions	2005-2010	7	Storage Room		

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Public Works – February 2018

- 2013 Street Opening Permits
- 2013 Garbage Reports
- 2013 Service Requests
- 2013 Correspondence
- 2013 Sidewalk Assessment Correspondence
- 2006 Contracts

Tax Office – February 2018

- 2012 EIT Returns
- 2016 Tax Certifications
- 2016 RET Tax Bills
- 2017 Parking Tickets
- 2015 Municipal Deposits