

Borough of West Wyoming, Luzerne County, PA

RESOLUTION Number 3 of 2017

A RESOLUTION OF West Wyoming Borough Council scheduling the disposal of certain non-permanent and non-historical records under the Municipal records manual approved by Resolution Number 1 of 2015.

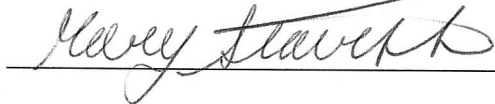
WHEREAS, West Wyoming Borough desires to dispose of records according to statutory requirements ; said records include non-permanent and non-historical records from the 1970s and the 1980s and are incorporated by reference in the attached list hereto.

NOW, THEREFORE, BE IT RESOLVED by West Wyoming Borough Council, Luzerne County, Pennsylvania, that it intends to dispose of the records named herein and attached hereto by shredding when shredding events and scheduling becomes available.

Further resolved, that this resolution shall take effect immediately.

Further resolved, that all Resolutions or part of Resolutions inconsistent with this Resolution are hereby superseded.

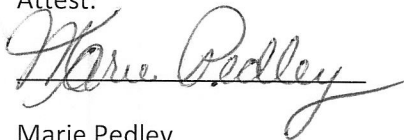
IN WITNESS WHEREOF, West Wyoming Borough Council has adopted this Resolution in lawful session this 9th day of October, 2017.



Gary Stavish

Chairman of West Wyoming Borough Council

Attest:



Marie Pedley

Borough Administrator

List of Records to be Disposed -2017
West Wyoming Borough
Attached List to Resolution 3 of 2017

GENERAL FINANCIAL AND PURCHASING RECORDS (ALL FUNDS)

Accounts Payable Files and Ledgers – 1970s and 1980s
Accounts Receivable Files and ledgers -1970s and 1980s
Bank Statements and Reconciliations -1070s and 1980s
Bills – 1970s and 1980s
Cancelled Checks – 1970s and 1980s
Check Registers – 1970s and 1980s
Invoices – 1970s and 1980s

ADMINISTRATIVE RECORDS

Correspondence – 1970s and 1980s

PAYROLL RECORDS (ALL FUNDS)

Cancelled Payroll Checks – 1970s and 1980s
Payroll Earnings and Deductions Registers – 1970s and 1980s
Payroll Vouchers(Check) Registers – 1970s and 1980s
Social Security Reports – 19702 and 1980s
Time Cards and Attendance Records- 1970s and 1980s
Unemployment Compensation Records – 1970s and 1980s

Quarterly Returns of Withholding of Federal Income Tax – 1970s and 1980s

Unemployment Compensation Records – 1970s and 1980s

LIST cont'd 10/9/2017

Wage and Tax Statements (W-2Forms) – 1970s and 1980s