

Resolution 2 of 2018

West Wyoming Borough Destruction of Records

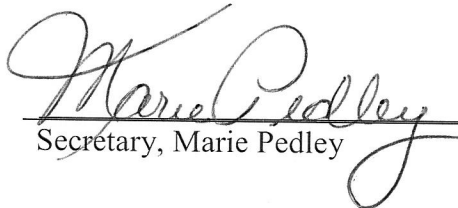
Resolved by the Borough Council of West Wyoming, Luzerne County, Pennsylvania,
That

WHEREAS, by virtue of Resolution No. 2 of 2018, adopted September 10, 2018,
the Borough of West Wyoming 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 Council of the Borough of
West Wyoming, Luzerne County, Pennsylvania, in accordance with the above cited
Municipal Records Manual, hereby authorizes the disposition of the attached list of select
administrative and police public records. Collectively, the dates of the select documents
are from the years 1978 to 2016.

Date: 9-10-18


Secretary, Marie Pedley

Date: 9-10-18


Attest By Council President Gary Stavish



West Wyoming Borough Police Department

West Wyoming, Pa 18644

Phone: (570) 693-1211

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Mayor Joseph T. Herbert

Chief Curtis Nocera

Councilwoman Zeboski
Solicitor Lukesh

ITEMS TO BE DESTROYED AT SEPTEMBER PAPER SHREDDING EVENT:

Traffic and Non Traffic Citations: All Traffic and Non Traffic citations from 2014 and older.

Parking Tickets: All parking tickets from 2016 and older.

Complaints / Incident Reports / Offense Reports / Activity Reports : All Reports from 2014 and older.

Criminal History / Investigatory Case Files:

Summary Cases: All summary cases from 2012 and older.

All Other Cases: All cases from 1997 and older

Homicide / Suspicious Death: None of these incidents will be destroyed.

Daily Activity Records (ie. Patrol Logs/Time Cards/ Work Schedules): All records from 2014 and older.

Accident Reports: All accident reports from 2012 and older.

Note: All items to be destroyed conform to the Municipal Records Manual issued on December 16, 2008 under Police Records PO-1 to PO-27.

Respectfully,

Curtis Nocera
Chief of Police

BIN #	YEAR	DESCRIPTION OF CONTENTS
1	1983	STATE ETHICS FORMS
	1983	TAX RECEIPTS
	1983	CITIZEN VOICE ADS
	1983-1984	SEPTIC TANK PERMITS
	1984	EARNED INCOME TAX INFO
	1984	UNEMPLOYMENT PAPERWORK
	1983	APPLICATIONS FOR EMPLOYMENT
	1983	INSURANCE CERTIFICATES
	1983	BLUE CROSS STATEMENTS
	1983	BUILDING PERMITS
	1983	DON WILKINSON TAX COLLECTION
	1983	TAX CLAIM BUREAU
	1983	BILLS
	1983	TAX BILLS
	1983	ACCOUNT LEDGERS
	1978-1979	CHECK RECEIPTS
	1984-1985	CANCELLED CHECKS
	1983	STREET DEPARTMENT HOURS
	1983	EMPLOYEE SOCIAL SECURITY CONTRIBUTIONS
	1983	EMPLOYEE TIME SHEETS
2	1985	CORRESPONDANCE FROM BUREAU OF AGING AND SUMMER YOUTH PROGRAM
	1985	EMPLOYEE TIME SHEETS
	1985	EMPLOYEE SOCIAL SECURITY CONTRIBUTIONS
	1985	APPLICATIONS FOR EMPLOYMENT
	1985	BILLS
	1985	TAX COLLECTION RECEIPTS
	1984	HIGHWAY AID REPORT
	1985	STATE ETHICS FORMS
	1985	EMPLOYEE FEDERAL INCOME TAX WITHHOLDINGS
	1985	UNEMPLOYMENT COMPENSATION RECORDS
	1985	PERMITS
	1984	INSURANCE POLICY
	1984	FINES
	1984	BUDGET
	1984	COMPLAINT LETTERS TO RESIDENTS
3	1987	GARBAGE TRUCK BIDS
	1987	FINES
	1987	BILLS
	1987	APPLICATION FOR CONTRACTOR'S LICENSES
	1987	FLOODPLAIN MANAGEMENT REPORT
	1987	CABLE TV PROPOSALS
	1987	BLUE CROSS BILLS
	1987	EMPLOYEE WITHHOLDING TAXES

	1987	PERMITS
	1986-1987	INSURANCE CERTIFICATES
	1987	STATEMENTS OF FINANCIAL INTEREST
	1985	LIQUID FUELS AUDIT
	1987	NEWSPAPER ADS
	1987	RESIDENTS COMPLAINTS
	1987	EMPLOYEE APPLICATIONS
	1987	GARBAGE STICKER LIST
	1987	UNEMPLOYMENT COMPENSATIONS REPORTS
	1987	TAX COLLECTOR REPORTS
	1987	REILLY ASSOCIATES ENGINEERING BILLS AND REPORTS
	1987	BUREAU OF THE AGING AND YOUTH PROGRAM REPORTS
	1987	TAX CLAIM BUREAU
	1987	ACCOUNTING LEDGERS
	1987	BLANK CHECKS FROM FIRST NATIONAL BANK
	1987	CORRESPONDANCE
4	1986-87	BANK STATEMENTS
	1986-87	CANCELLED CHECKS
	1985	LETTERS TO RESIDENTS
	1986	TAX CLAIMS
	1986	BLUE CROSS STATEMENTS
	1986	EMPLOYEE W-2'S
	1986	EMPLOYEE TIME SHEETS
	1986-87	FINES
	1986-87	BILLS
	1986	CORRESPONDANCE
	1986	GARBAGE STICKERS
	1986	WORKER'S COMP
	1986	TAX COLLECTOR'S REPORTS
5	1982	BANK STATEMENTS
	1982	CANCELLED CHECKS
	1981	EMPLOYEE TIME SHEETS
	1981	BILLS
6	1982	LEDGERS
	1982	CANCELLED CHECKS
	1981	BANK STATEMENTS
7	1979-1981	BILLS
	1978-79	CORRESPONDANCE
	1980	EMPLOYEE TIME SHEETS
	1980	APPLICATIONS
	1984	CANCELLED CHECKS
	1984	LEDGERS

8	1983	LEDGERS
	1983-84	BILLS
	1984-85-86	BANK STATEMENTS
	1985-86	CANCELLED CHECKS
	1988-89	EMPLOYEE TIME CARDS
9	1983	CANCELLED CHECKS
	1989	WORKERS COMP
	1982-83	BILLS
		BLANK CHECKS
	1988-89	EMPLOYEE STATEMENTS OF WAGES
	1983	CANCELLED CHECKS
	1989	CORRESPONDANCE
	1989	STATEMENTS OF FINANCIAL INTEREST
10	1988-89	BUREAU OF AGING
		OLD PHAMPLETS
		OLD BROCHURES
		DUPLICATES OF MINUTES
		DUPLICATES OF TREASURER'S REPORTS
	2010-11	INSURANCE PROPOSALS
	2010	EMPLOYEE APPLICATIONS
11		OLD BLANK CHECKS
		OLD BLANK CHECKS
		OLD BROCHURES
		OLD PHAMPLETS