

Board of Supervisors  
East Fallowfield Township  
Chester County, PA

Resolution 2009-04

Resolved by the Board of Supervisors of East Fallowfield Township, Chester County That,

WHEREAS, by virtue of Resolution No. 2009-03 adopted February 24, 2009, the East Fallowfield Township 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 East Fallowfield Township, Chester County, Pennsylvania, in accordance with the above cited Municipal Records Manual, Hereby authorized the disposition of the following public records:

East Fallowfield Township Office – Liquid Fuels records from 1992 through 2000.

Approved this 24<sup>th</sup> day of March 2009.

\_\_\_\_\_  
George Broadbent, Chairman

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Chris Makely, Vice-Chairman

\_\_\_\_\_  
Garth Monaghan, Member

\_\_\_\_\_  
Chris Amentas, Member

\_\_\_\_\_  
Gary Barach, Member

Attest:

\_\_\_\_\_  
Denise Miller,  
Township Secretary

# APPENDIX D

## MUNICIPAL RECORDS DISPOSAL CERTIFICATION REQUEST

1. MUNICIPALITY <i>E Fallonsfield Township</i>		11. QUANTITY _____ Total Cubic Feet No. of cartons <i>9 folders</i> length _____ width _____ height _____ Of Average Carton No. of volumes _____ length _____ width _____ height _____ Of Average Volume No. of file drawers <i>1/2</i> <input type="checkbox"/> Legal <input type="checkbox"/> Letter <input type="checkbox"/> Woodruff <input type="checkbox"/> Other _____	
2. OFFICE OF ORIGIN <i>Township Office</i>		12. DESCRIPTION OF RECORD IF NOT ON SCHEDULE (Include type of information contained and purpose of records)  <div style="text-align: center; font-size: 1.2em;"><i>Retain 7 years</i></div>	
3. ADDRESS <i>2264 Strasburg Road E Fallonsfield, PA 19320</i>			
4. CONTACT PERSON <i>Denise Miller</i>	5. PHONE <i>610-384-7144</i>	13. HAVE RECORDS BEEN MICROFILMED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Size: 16 mm _____ 35 mm _____ Other _____ Form: Roll _____ Cartridge _____ Cassette _____ Fiche _____ Other _____	
6. APPROVAL REQUESTED FOR: <input checked="" type="checkbox"/> Records Destruction <input type="checkbox"/> Records Transfer to PHMC			
7. RECORD TITLE AND INCLUSIVE DATES (One series per form) <i>1992 through 2000 General Pubs records</i>			
8. IS THIS THE PRIMARY COPY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No IF NO, OFFICE THAT HOLDS PRIMARY COPY _____		LOCATION OF SECURITY COPY _____ _____ _____	
9. RETENTION PERIOD IN SCHEDULE <i>7 years</i> PAGE AND SECTION IN SCHEDULE <i>pg 5 - AL 20</i>		14. THIS IS TO REQUEST AUTHORIZATION TO DISPOSE OF THE ABOVE MENTIONED RECORDS AS INDICATED IN BOX 6. THIS ALSO CERTIFIES THAT ANY SECURITY MICROFILM GENERATED FROM THE RECORDS LISTED ON THIS REQUEST MEET THE MICROGRAPHICS STANDARDS APPROVED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE.	
10. HAVE ALL AUDIT REQUIREMENTS BEEN MET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable			

SIGNATURE OF MUNICIPAL OFFICER	TITLE	DATE
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### FOR PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION USE ONLY

APPROVAL IS GIVEN FOR:     Destruction     Destruction as Amended     Transfer to PHMC  
 Disapproved

COMMENTS/AMENDMENTS:

SIGNATURE	TITLE	DATE
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PREPARE IN TRIPLICATE, SEND THE ORIGINAL AND ONE COPY TO THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION,  
 BUREAU OF ARCHIVES AND HISTORY, 350 NORTH STREET, HARRISBURG, PA 17120-0090  
 (717) 787-3913 or 783-9874    or FA-LocalGovernment @state.pa.us

(1) Case Files

Retain closed cases as long as of administrative and legal value. Retain cases of precedential value permanently.

(2) Opinions

Retain permanently for administrative and legal value.

AL-20 Liquid Fuel Tax Records

Usually consists of copies of vouchers and cancelled checks, bank statements, bills, correspondence with the Pennsylvania Department of Transportation regarding aid applications and other records pertaining to the use of Liquid Fuels Tax Funds.

Retain 7 years.

AL-21 Mailing Lists

Retain until superseded or obsolete

AL-22 Master Property and Equipment/Fixed Assets Inventories

Listing of all municipal-owned equipment and physical property. May include equipment lists, serial or model numbers, purchase costs, insurance records, expenditures and year purchased. "Fixed assets" involves property used for the production of goods and services, such as machinery, mineral resources, buildings etc.

Retain property and equipment inventories 5 years after superseded or obsolete. Retain fixed assets inventories permanently .

AL-23 Material Safety Data Sheets(MSDS)

Includes information supplied by manufactures on all hazardous substances in particular products used in the workplace in conformance with section 4 of Act (35P.S.7304). Indicates product identification; ingredients; fire, explosion and reactivity data; environmental and precautionary information; health hazard data; and suggested first aid. Used to comply with the U.S. Department of Labor, Occupational Health and Safety Regulations.

Retain 30 years. If used as health and exposure record for employee involved in a specific incident, Retain 30 years after termination of employment. (See Personnel Records, Individual Employee Medical Records).