

BOROUGH OF CLARKS SUMMIT
Resolution 2019-11

Resolved this **5th day of June 2019** by the Borough Council of Clarks Summit, County of Lackawanna, Commonwealth of Pennsylvania.

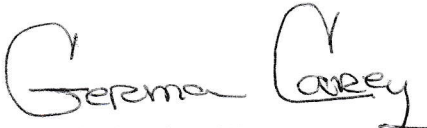
WHEREAS, the Borough of Clarks Summit adopted by Borough Resolution 94-05, on February 2nd, 1995 the schedules and procedures outlined in the Municipal Records Manual as established by the Municipal Records Act of January 18th, 1968, et seq., and

WHEREAS, a number of old and no longer required General Financial Records should be permanently destroyed.

NOW, THEREFORE BE IT RESOLVED, by the Council of the Borough of Clarks Summit, County of Lackawanna, Commonwealth of Pennsylvania, that the following are authorized for destruction, in accordance with the above referenced Municipal Records Manual of the Commonwealth;

- Accounts payable files and ledgers from the year 2011 and earlier
- Tax Collector's Monthly reports to Taxing district from year 2011 and earlier
- Bank statements and cancelled checks from year 2011 and earlier
- Treasurer's backup from the year 2011 and earlier
- Data runs from the year 2011 and earlier
- Deposit records from the year 2011 and earlier
- Payroll records from the year 2011 and earlier
- EIT and LST records from the year 2011 and earlier
- Transfer tax records from the year 2011 and earlier
- Unused checks from closed bank accounts

Adopted this 5th day of June 2019


GERMAINE CAREY
Council President

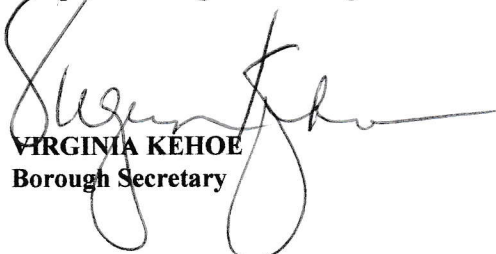
APPROVED:

Approved this 5th day of June 2019


Herman Johnson
Mayor, Borough of Clarks Summit

ATTEST:

Adopted at a Regular Meeting of the Clarks Summit Borough Council, this 5th day of June 2019.


VIRGINIA KEHOE
Borough Secretary

