

BOROUGH OF CLARKS SUMMIT
Resolution 2023-02

Resolved this **1st day of February 2023** 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 2013
- Bank statements year 2012
- Treasurer's backup from the year 2013
- Payroll records from the year 2012 and 2013
- Transfer tax records from the year 2004 - 2012

Adopted this 1st day of February 2023

GERMAINE CAREY
Council President

APPROVED:

Approved this 1st day of February 2023

Harry Kelly
Mayor, Borough of Clarks Summit

ATTEST:

Adopted at a Regular Meeting of the Clarks Summit Borough Council, this 1st day of February 2023.

VIRGINIA KEHOE
Borough Secretary

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