

RESOLUTION NO. 1998-1

**RESOLUTION OF INDIAN LAKE BOROUGH,
SOMERSET COUNTY, PENNSYLVANIA
DISPOSITION RESOLUTION FOR DESTRUCTION
OF SPECIFIC RECORDS**

WHEREAS, by virtue of Resolution No. 1996-7, adopted November 12, 1996, the Indian Lake Borough Council declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, 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 Indian Lake Borough, Somerset County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following Borough public records:

Box 1 (10 x 15 1/2 x 12 1/2)

- 1989 - Survey of Financial Condition Submitted to the Department of Community Affairs
- 1989-1990 - Delinquent Per Capita Taxes Paid
- 1989-1990 - Tableland Summer Youth Program Correspondence
- 1990 - Quarterly Statements of Earned Income Tax Withheld
- 1990 - Building Permit Reports to the Somerset County Assessors Office
- 1990 - Borough Insurance Policies and Correspondence
- 1990 - Commonwealth of Pennsylvania Annual Budget Report
- 1990 - Certificate of Insurance for Outside Contractors
- 1990 - Miscellaneous Correspondence
- 1990 - Department of Community Affairs Miscellaneous Correspondence
- 1990 - Department of Transportation Miscellaneous Correspondence
- 1990 - Medical & Life Insurance Coverage Correspondence and Policies
- 1990 - Quarterly Returns of Withheld Federal Income Tax
- 1990 - W-2's Wage and Tax Statements and W-3
- 1990 - Social Security Reports
- 1990 - Indian Lake Service Corporation Billing Statements from the Borough and Miscellaneous Correspondence
- 1990 - Indian Lake Water Authority Billing Statements from the Borough
- 1990 - Quarterly Statements of State Tax Withheld
- 1990 - Tally Sheets of Votes Cast for Write-In Candidates
- 1990 - Time Cards
- 1990 - Workers Compensation Insurance Correspondence and Policies
- 1990 - Earned Income Tax Collector Reports
- 1990 - PA Economy League, Inc. Correspondence
- 1990 - PSAB Miscellaneous Correspondence
- 1990 - Vacation and Sick Leave Attendance Records
- 1990 - Unemployment Compensation Records (Form UC-2)
- 1990 - PSAB Unemployment Compensation Quarterly Contribution Reports
- 1990 - PA State Association of Boroughs Miscellaneous Correspondence

1990 - Solicitor Miscellaneous Correspondence
1990 - Somerset Tax Claim Bureau Delinquent Real Estate Tax Collection Reports
1990 - Lake Patrol W-4 Forms
1990 - Outside Contractors Time Sheets
1990 - Lake Patrol Time Sheets and Payment Vouchers
1990 - Workers Compensation Records

Box 2 (10 x 15 1/2 x 12 1/2)

1991 - Auditor General's Office Correspondence
1991 - Unsuccessful Back-Hoe Bids
1991 - Borough Insurance Policies and Correspondence
1991 - Commonwealth of Pennsylvania Annual Budget Report
1991 - Building Permit Reports to the Somerset County Assessors Office
1991 - Lake Weed Complaints
1991 - Solicitor Miscellaneous Correspondence
1991 - Council Miscellaneous Correspondence
1991 - Miscellaneous Correspondence
1991 - Quarterly Statements of Earned Income Tax Withheld
1991 - Quarterly Returns of Withheld Federal Income Tax
1991 - W-2's Wage and Tax Statements and W-3
1991 - Social Security Reports
1991 - Magistrate and State Police Paid Fines
1991 - Survey of Financial Condition Submitted to the Department of Community Affairs
1991 - Department of Community Affairs Miscellaneous Correspondence
1991 - Department of Environmental Resources Miscellaneous Correspondence
1991 - Department of Transportation Miscellaneous Correspondence
1991 - Medical & Life Insurance Coverage Correspondence and Polices
1991 - Mayors Miscellaneous Correspondence
1991 - Miscellaneous Correspondence
1991 - PEL Economy League, Inc. Miscellaneous Correspondence
1991 - PA Municipal Authorities Association Miscellaneous Correspondence
1991 - PA Manufactured Housing Association Miscellaneous Correspondence
1991 - PSAB Miscellaneous Correspondence
1991 - Unemployment Compensation Records (Form UC-2)
1991 - PSAB Unemployment Compensation Quarterly Contribution Reports
1991 - PA Emergency Management Agency Miscellaneous Correspondence
1991 - Quarterly Statements of State Tax Withheld
1991 - Earned Income Tax Collector Reports
1991 - Police Miscellaneous Correspondence
1991 - PA Local Roads Program Miscellaneous Correspondence
1991 - Vacation and Sick Leave Attendance Records
1991 - Solicitor Miscellaneous Correspondence
1991 - Somerset County Boroughs Association Miscellaneous Correspondence
1991 - Somerset Tax Claim Bureau Delinquent Real Estate Tax Collection Reports
1991 - State Ethics Statements
1991 - Outside Contractors Time Sheets
1991 - Lake Patrol Time Sheets and Payment Vouchers
1991 - Time Cards

Box 3 (10 x 15 1/2 x 12 1/2)

1991-1992 - Dredging of Calendar's Run Correspondence
1991-1992 - Internal Revenue Service Miscellaneous Correspondence
1992 - W-4's
1992 - Vacation and Sick Leave Attendance Records
1992 - Miscellaneous Correspondence
1992 - Council Miscellaneous Correspondence
1992 - Delinquent Per Capita Tax Collection Records
1992 - Survey of Financial Condition Submitted to the Department of
Community Affairs
1992 - Department of Community Affairs Miscellaneous Correspondence
1992 - Department of Environmental Resources Miscellaneous Correspondence
1992 - Department of Transportation Miscellaneous Correspondence
1992 - Quarterly Statements of Earned Income Tax Withheld
1992 - Social Security Reports
1992 - Quarterly Returns of Withheld Federal Income Tax
1992 - Solicitor Miscellaneous Correspondence
1992 - R.E. Harrington Unemployment Compensation Claims Activity Reports
1992 - Liquor Control Board Miscellaneous Correspondence
1992 - PA Economy League, Inc. Miscellaneous Correspondence
1992 - PA Municipal Authorities Association Miscellaneous Correspondence
1992 - Unemployment Compensation Records (Forum UC-2)
1992 - PSAB Unemployment Compensation Quarterly Contribution Reports
1992 - PSAB Miscellaneous Correspondence
1992 - Earned Income Tax Collector Reports
1992 - Quarterly Statements of State Tax Withheld
1992 - Police Miscellaneous Correspondence
1992 - Unsuccessful Computer System Bids
1992 - Pennsylvania Local Roads Program
1992 - Somerset County Boroughs Association Miscellaneous Correspondence
1992 - Somerset County Planning Commission Miscellaneous Correspondence
1992 - Somerset Tax Claim Bureau Delinquent Real Estate Tax Collection
Reports
1992 - Somerset Trust Company Miscellaneous Correspondence
1992 - Loan Bank Statements
1992 - State Ethics Statements
1992 - Commonwealth of Pennsylvania Annual Budget Report
1992 - W-2's Wage and Tax Statements and W-3
1992 - Local Fine Reports from the District Justice Office and State Police Fine
Reports
1992 - Tableland Services, Inc. Miscellaneous Correspondence
1992 - Time Cards
1992 - Vendor Miscellaneous Correspondence

Box 4 (10 x 15 1/2 x 12 1/2)

1987 - Public Employee Retirement Study Commission
1990 - Paid Bills
1991 - Workers Compensation Insurance Correspondence and Policies
1992 - General Boat License Information
1992 - Boat License Information and Fee Schedule
1992 - Renter Boat License Information
1993 - Job Announcements
1993 - Chem-Nuclear Systems Miscellaneous Correspondence
1993 - R.E. Harrington Unemployment Compensation Claims Activity Reports

1993 - Vacation and Sick Leave Attendance Records
1993 - W-4 Forms
1993 - Vendor Miscellaneous Correspondence
1993 - Survey of Financial Condition Submitted to the Department of
Community Affairs
1993-1994 - Applications for Employment (Not Hired)
1993-1994 - Delinquent Per Capita Tax Collection Reports
1993-1994 - Somerset Tax Claim Bureau Delinquent Real Estate Tax
Collection Reports
1993-1994 - Time Cards

Box 5 (11 x 24 x 12 1/2) Water Authority Files
1972-1986 - Water Payment Receipts

Box 6 (11 x 24 x 12 1/2) Water Authority Files
1972-1986 - Water Payment Receipts

Box 7 (11 x 24 x 12 1/2) Water Authority Files
1972-1986 - Water Payment Receipts

Box 8 (11 x 24 x 12 1/2) Water Authority Files
1972-1986 - Water Payment Receipts

Box 9 (11 x 24 x 12 1/2) Water Authority Files
1972-1986 - Water Payment Receipts


Box 10 (11 x 17 x 9) - Water Authority Files
1985 - State Ethics Forms
1986 - Water Project Accounts Payable Files
1986 - Water Project Accepted Bid Proposals
1986 - Water Project Rejected Bid Proposals
1986-1987 - Water Project Miscellaneous Correspondence
1988-1993 - Miscellaneous Correspondence
1989 - Time Cards
1989-1990 - Accounts Payable Files
1989-1990 - Lien Letters and Address Changes
1989-1990 - Accounts Payable Ledger
1989-1991 - Quarterly Returns of Federal Income Tax Withheld
1989-1991 - Social Security Reports
1989-1991 - Unemployment Compensation Records (Form UC-2)
1989-1991 - PMAA Unemployment Compensation Records
1989-1991 - Quarterly Statements of Earned Income Tax Withheld
1989-1991 - Quarterly Statements of State Tax Withheld
1990-1991 - Commercial Loan Bank Statements
1990-1991 - Deposit Slips
1990 - Checking Deposit Slips
1990 - Checking Bank Statements
1990 - Cancelled Checks
1990 - Water Improvement Project Bank Statements

Box 11 (12 1/2 x 24 x 10 1/4) - Water Authority Files
1982-1988 - Accounts Payable Files
1990 - Miscellaneous Receipt Card Ledger

ADOPTED this 10th day of February, 1998.

ATTEST:

BOROUGH OF INDIAN LAKE



Theresa L. Weyant, Borough Secretary



Andrew L. Horvath, Council President