

RESOLUTION NO. 2002-1

**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 12 x 15)

- 1990-1992 – General Fund Cancelled Checks
- 1991-1992 – Special Sewage Account Cancelled Checks
- 1991-1992 – General Fund Check Register
- 1992 – Cancelled Payroll Checks
- 1992 – Paid Bills
- 1992 – Highway Aid Fund Cancelled Checks
- 1995 – General Fund Savings Deposit Receipts
- 1995 – Special Sewage Account Deposit Receipts
- 1995 – General Fund Checking Deposit Receipts
- 1995 – Highway Aid Fund Deposit Receipts
- 1995 – General Fund Savings Bank Statements
- 1995 – Dam Savings Bank Statements
- 1995 – Capital Asset Bank Statements
- 1995 – Special Police Account Bank Statements

Box 2 (10 x 12 x 24)

- 1988 – Proof of Publications and Public Noticesp;
- 1991 – Paid Bills
- 1991 – Water Authority Check Register and General Ledger
- 1991 – Water Authority Miscellaneous Receipt Ledger
- 1991 – Paid Bills
- 1991 – Indian Lake Service Corporation Billing Statements from the Borough and Miscellaneous Correspondence
- 1991 – Indian Lake Water Authority Billing Statements from the Borough
- 1991 – Lakewood Corporation Settlement Information
- 1991 – Liquid Fuels Records
- 1992 – Borough Insurance Policies and Correspondence
- 1992 – Medical & Life Insurance Coverage Correspondence and Policies
- 1992 – Worker's Compensation Insurance Correspondence and Policies
- 1992 – Worker's Compensation Claims
- 1992 – Bulow, Hottle and Company Miscellaneous Correspondence
- 1992 – Road Paving and Sealing Coating Bids (Accepted and Rejected)

1992 – Oathes of Municipal Officials  
 1992 - Tax Collector Monthly Tax Report on Taxes Collected  
 1993 – Miscellaneous Correspondence  
 1993 – Council Miscellaneous Correspondence  
 1993 – Department of Community Affairs Miscellaneous Correspondence  
 1993 – Department of Environmental Resources Miscellaneous Correspondence  
 1993 – Department of Labor and Industry Miscellaneous Correspondence  
 1993 – Department of Transportation Miscellaneous Correspondence  
 1993 – Environmental Protection Agency Miscellaneous Correspondence  
 1993 – Quarterly Statements of Earned Income Tax Withheld  
 1993 – Quarterly Returns of Withheld Federal Income Tax  
 1993 – W-2's Wage and Tax Statements and W-3  
 1993 – Solicitor Miscellaneous Correspondence  
 1993 – Magistrate and State Police Paid Fines  
 1993 – Internal Revenue Service Correspondence  
 1993 – Mayor Miscellaneous Correspondence  
 1993 – PEL Economy League, Inc. Miscellaneous Correspondence  
 1993 – PSAB Miscellaneous Correspondence  
 1993 – Unemployment Compensation Records (Form UC-2)  
 1993 – PA Emergency Management Agency Miscellaneous Correspondence  
 1993 – Quarterly Statements of State Tax Withheld  
 1993 – Planning Commission Miscellaneous Correspondence  
 1993 – Police Miscellaneous Correspondence  
 1993 – RTAP – Local Road Program Miscellaneous Correspondence  
 1993 – Somerset County Boroughs Association Miscellaneous Correspondence  
 1993 – Somerset County Commissioners Miscellaneous Correspondence  
 1993 – Somerset County Planning Commission Miscellaneous Correspondence  
 1993 – Somerset Trust Company Miscellaneous Correspondence  
 1993 – State Ethics Statements  
 1993 – Tableland Services, Inc. Miscellaneous Correspondence  
 1993 – TCI of Pennsylvania, Inc. Miscellaneous Correspondence  
 1993 – Floodplain Management Activities Annual Report Form  
 1993 – Building Permits  
 1993 – Annual Report of Building Permits Issued  
 1993 – General Boat License Information  
 1993 – Boat License Information  
 1993 – Boat License Information for Renters  
 1993 – Deleted Boat License Information  
 1993 – Water Authority State Ethics Statements  
 1993 – Real Estate Transfer Records  
 1993 – Assessment Appeal Notices  
 1993 – Exoneration Certificates  
 1994 – Quarterly Statements of Earned Income Tax Withheld  
 1994 – W-4 Employee's Withholding Allowance Certificate  
 1994 – National Flood Insurance Program Biennial Report  
 1995 – Daily Cash Receipt Records

Box 3 (10 x 12 x 15)

1979-1987 – Zoning Hearing Board Proof of Publications  
 1980-1986 – Liquid Fuels Tax Records  
 1980-1986 – Treasurer's Bond Certification  
 1980-1989 – Somerset County Planning and Zoning Commission Misc. Corresp.  
 1980-1992 – Zoning Hearing Board Miscellaneous Correspondence  
 1982-1985 – Zoning Hearing Board Paid Bills  
 1982-1985 – Zoning Hearing Board Check Registers

1982-1985 – Zoning Hearing Board Deposit and Withdrawal Receipts  
 1983 – Harry Larabee Malfunctioning Septic System Complaints  
 1983-1987 – Walter Bocek Complaints and Notices of Violations  
 1984-1987 – Proof of Publications  
 1985 - Rejected Truck Bids  
 1987-1990 – Treasurer’s Bond Certification  
 1987-1990 – Liquid Fuels Tax Records  
 1988 – Rejected Paving and Stone Bids  
 1988 – Awarded Paving and Stone Bids  
 1988 – Penn-Dot Final Inspection Report  
 1988 – Dale Browning Manure Management Complaints  
 1989 – Rejected Paving and Stone Bids  
 1989 – Award Paving and Stone Bids  
 1989 – Penn-Dot Final Inspection Report  
 1990 – Rejected Paving and Stone Bids  
 1990 – Awarded Paving and Stone Bids  
 1990 – Penn-Dot Final Inspection Report  
 1990 – James Solarczyk Notice of Violation of Municipal Ordinance  
 1991 – Rejected Paving and Stone Bids  
 1991 – Awarded Paving and Stone Bids  
 1991 – Penn-Dot Final Inspection Report  
 1991-1994 – Complaints Involving Syracuse Path  
 1992 – Emilio Corsetti Notice of Violation of Municipal Ordinance

Box 4 (10 x 12 x 15)

1980-1981 – Planning Committee Miscellaneous Correspondence  
 1980-1989 – Planning Commission Miscellaneous Correspondence  
 1986-1990 – Notices of Violation of Municipal Ordinances  
 1991 – Real Estate Agents Notice of Violation of Municipal Ordinance  
 1991-1993 – “The Nimby” Miscellaneous Correspondence

Box 5 (10 x 12 x 24)

July 1970-June 1972 – Survey of Local Government Tax Revenues and Intergovernmental Revenues  
 1973-1978 – Annual Report of Bldg Permits Issued for New Residential Bldgs.  
 1974-1987 – Borough Manager Applications for Employment (Not Hired)  
 1974-1989 – Borough Secretary Applications for Employment (Not Hired)  
 July 1976-June 1977 – Survey of Local Government Tax Revenues and Intergovernmental Revenues  
 1976-1987 – Constable Miscellaneous Correspondence  
 1977-1979 – General Revenue Sharing Survey  
 1978 – Rejected Proposals for Complete Evaluation of Stability of Dam  
 1978-1980 – Boundary and Annexation Survey  
 1979-1987 – Rain Gauge Reports  
 1980 – Quarterly Survey of Property Tax Collections  
 1981 – General Revenue Sharing Survey  
 1982-1991 – Oathes of Municipal Officials  
 1982-1991 – Council Resignation Letters  
 1982-1991 – Office of Elections and Voter Registration Misc. Correspondence  
 1983-1989 – T.C.I. Miscellaneous Correspondence  
 1983-1992 – Annual Reports of Flood Plain Management Activities  
 1984-1992 – Annual Survey of Governmental Employment  
 1985-1992 – Emergency Management Miscellaneous Correspondence  
 1986 – Chief Executive/Highest Elected Official Liaison Identification Form  
 1987 – Local Government Directory Survey-Census of Governments

1987-1994 – Flood Plain Area Miscellaneous Correspondence  
1988 – Boundary and Annexation Survey  
1989 – Petition for Borough Council Seat  
1990 – Boundary and Annexation Survey  
1990 – Environmental Protection Agency Miscellaneous Correspondence  
1991 – National Flood Insurance Biennial Report  
1992 – Local Government Directory Survey-Census of Governments  
March 1993 – Quarterly Survey of Property Tax Collections

Box 6 (11 x 24 x 12 1/2)

1969-1997 - Election Data – Tally Sheets for Write-in Candidates  
1975-1987 – Miscellaneous Zoning Correspondence  
1985-1986 – Denied Building Permit Applications  
1992 – Building Permits  
1992-1993 – Tree Cutting Permits  
1988-1990 – Tax Duplicates for Real Estate and Non-Real Estate  
1972-1992 – Real Estate Transfer Records

Box 7 (11 x 24 x 12 1/2)

1976-1981 – Exoneration Certificates  
1976-1990 – Monthly Tax Reports from Tax Collector on Taxes Paid  
1976-1992 – Tax Collector's Return Sheets (Submitted to Tax Claim Bureau)  
1977-1978 - Rejected Truck Bids  
1978 – Rejected Back-hoe Bids  
1980 – Rejected Truck Bids  
1980 – Accepted Bid for Stone for Shoshone Path  
1981-1992 – Exoneration Certificates  
1982-1985 – Zoning Violation Notifications  
1982-1989 – Collection of Delinquent Per Capita Records  
1984-1992 – Exoneration Certificates  
1984-1992 – Assessment Appeal Papers  
1987 – Accepted and Rejected Paving and Stone Bids  
1987 – Penn-Dot Final Inspection Report  
1987 – Application for County Aid  
1988 – Rejected Truck Bids  
1988 – Accepted Truck Bids  
1992-1993 – Denied Building Permit Applications  
1993 – Miscellaneous Correspondence  
1993 – Rejected Truck Bids  
1994 - Dam Savings Bank Statements  
1994 – General Fund Savings Bank Statements  
1994 – Special Police Account Bank Statements  
1995 – Cash Receipt Book

Box 8 (10 x 12 x 15) – Water Authority Records

1981-1993 – Daily Cash Records  
1992-1995 – Miscellaneous Correspondence  
1992-1995 – R.E. Herrington Company Correspondence  
Sept 1992-July 1995 - Borough Accounts Payable Transaction List  
1993 – Bids for Accounting Services  
1993-1994 – Deposit Receipts  
1993-1994 – Water Service Correspondence  
1993-1994 – Sales Tax Exemption Certificates  
1994 – Time Cards  
1994-1995 – Fire Department Correspondence

1994-1995 – Correspondence to the Borough  
Oct 1995-Sept 1988 – Daily Chlorine Residual & PH Readings

Box 9 (10 x 12 x 15)

1973 – Zoning Violations  
1975-1976 - Highway Aid Fund Deposit Receipts  
1980 – Lake Violations  
1982-1997 – Highway Aid Fund Deposit Receipts  
1986-1985 – Dam Savings Deposit Receipts  
1984-1986 – Revenue Sharing Deposit Receipts  
1986 – Solid Waste Information  
1986-1991 – PSAB Miscellaneous Correspondence  
1986-1994 – General Fund Savings Deposit Receipts  
1988-1989 – Deposit Receipts  
1990 – Somerset County Solid Waste Management Plan  
1993-1994 – General Fund Deposit Receipts  
1993-1994 – Special Sewage Account Deposit Receipts

Box 10 (10 x 12 x 24) – Water Authority Records

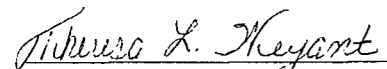
1971-1981 - Miscellaneous Correspondence  
1975-1977 - Insurance Policies  
1976-1977 - W-4 Employee's Withholding Allowance Certificates  
1979 - W-4 Employee's Withholding Allowance Certificates  
1979-1983 – Miscellaneous Correspondence  
1979-1995 - Explosive Purchase Permits & Reports from the Department of  
Environmental Resources  
1981 - Insurance Policies  
1981-1982 - W-4 Employee's Withholding Allowance Certificates  
1982 - Quarterly Statements of Earned Income Tax Withheld  
1982-1986 - Quarterly Statements of State Tax Withheld  
1982 – Accepted Truck Bid  
1982 – Rejected Truck Bids  
1982 – Proposals for Water Filtration System  
1982 – Bills from Water Authority to the Indian Lake Service Corporation  
1982-1983 – Solicitor Miscellaneous Correspondence  
1982-1983 – No Lien Letters  
1982-1984 – W-2's Wage and Tax Statements and W-3  
1982-1985 – Indian Lake Christian Center Miscellaneous Correspondence  
1982-1985 – Bills from Water Authority to Indian Lake Borough  
1982-1986 – Quarterly Returns of Withheld Federal Income Tax  
1982-1986 - Unemployment Compensation Records (Form UC-2)  
1982-1986 – Electric Usage Reports  
1982-1986 – Insurance Policies  
1982-1988- Advertising Notices and Proof of Publications  
1983- Department of Community Affairs Miscellaneous Correspondence  
1983 – Petty Cash Receipts  
1984-1985 - Employer's Report for Unemployment Compensation  
1984-1986 - R.E. Herrington Company Correspondence  
1984-1988 - W-4 Employee's Withholding Allowance Certificates  
1985 – Drought Status Reports  
1985 – Miscellaneous Correspondence from the Indian Lake Service Corporation  
1985-1986 - Quarterly Statements of Earned Income Tax Withheld  
1985-1990 – Miscellaneous Correspondence  
1985-1990 – 1099 Misc. Forms and Form 1096  
1986 – Time Cards

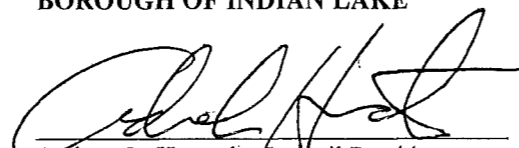
1986 - W-2's Wage and Tax Statements and W-3  
 1986 - Department of Commerce Drought Information  
 1986 - Water Project Notices to Residents for Phase I  
 1986 - Bills from Water Authority to the Indian Lake Service Corporation  
 1986-1988 - Trust Account Bank Statements  
 1987 - Water Project Advertising and Proof of Publications for Phase II  
 1987-1988 - Bills from Water Authority to Borough  
 1987-1988 - Water Project Accepted Bids for Phase II  
 1987-1988 - Paid Bills  
 1987-1990 - PMAA Miscellaneous Correspondence  
 1988 - State Ethics Statements  
 1988 - Solicitor Miscellaneous Correspondence  
 1988 - Water Project Notices to Residents for Phase II  
 1988 - Water Authority Bills from the Borough  
 1989 - Rejected Bids for Peninsula Tank  
 1990 - State Ethics Statements  
 1991-1992 - Deposit Receipts  
 1992 - Miscellaneous Correspondence  
 1993 - Bank Statements  
 1993 - Time Cards  
 1993 - Quarterly Statements of State Tax Withheld  
 1993 - Unemployment Compensation Records (Form UC-2)  
 1993 - W-4 Employee's Withholding Allowance Certificates  
 1993 - Quarterly Returns of Withheld Federal Income Tax  
 1993 - W-2's Wage and Tax Statements and W-3  
 1993 - Employer's Report for Unemployment Compensation  
 1993 - Quarterly Statements of Earned Income Tax Withheld  
 1994 - State Ethics Statements  
 1994 - Public Assistance Correspondence

ADOPTED this 13th day of February, ~~1998~~ <sup>2002</sup>.

ATTEST:

BOROUGH OF INDIAN LAKE

  
 Theresa L. Weyant, Borough Secretary

  
 Andrew L. Horvath, Council President