

**BOROUGH OF MEDIA**

**RESOLUTION #2024-33**

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF MEDIA, DELAWARE COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008 AND AMENDED ON MARCH 28, 2019

**WHEREAS**, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

**WHEREAS**, the Borough of Media desires to dispose of records according to statutory requirements; and

**WHEREAS** the Borough Council of the Borough of Media, Delaware County, Pennsylvania, intends to follow the schedules and procedures for disposition of records/equipment as set forth in the Municipal Records Manual approved on December 16, 2008 and amended on March 28, 2019; and

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution.

**NOW THEREFORE, BE IT RESOLVED**, that the Borough of Media shall permanently dispose of the records attached hereto as Exhibit "A", in compliance with said approved schedule and procedures for disposition of records.

RESOLVED THIS 16<sup>th</sup> DAY of MAY 2024

  
\_\_\_\_\_  
MARK PAIKOFF, COUNCIL PRESIDENT

ATTEST:

  
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BRITTANY N. FORMAN  
BOROUGH SECRETARY

EXHIBIT "A"

	<u>Retention Period Years</u>	<u>Destroy Prior To</u>
<b><u>ADMINISTRATION RECORDS</u></b>		
Right to Know Requests	2	2022
Requests for Service	1	2023
Permits and Related Applications	3 years after expiration	
Health Inspection Records	4	2020
<b><u>GRANT ADMINISTRATION RECORDS</u></b>		
Routine Grant Administrator Correspondence	7	2017
<b><u>FINANCIAL RECORDS</u></b>		
	7	2017
<b><u>PERSONNEL RECORDS</u></b>		
Applications for employment (not hired)	2	2022
<b><u>POLICE RECORDS</u></b>		
Citations (not part of criminal case)	3 years	2021
Complaints/Incident Reports/Offense Reports/Initial Activity Reports (not part of a criminal case)	3 years	2021
Court Orders (not part of a criminal case)	As long as administrative and legal value	
Criminal History/Investigatory Case Files:		
Summary Cases	5 years after close of investigation	
All others	20 years after close of investigation	
Daily Activity Records	3 years	2021
Dispatcher's Logs	3 years	2021
Accident Reports (if not criminal case)	5 years	2019
Parking Violations (tickets)	1 year after paid	
Property Records (evidence/found/recovered)	6 years	2018
Vacation House Checks (unless used as evidence)	30 days	