

RESOLUTION NO. 03-2025-1849

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, AUTHORIZING THE DISPOSITION OF THE CERTAIN PUBLIC RECORDS IN ACCORDANCE WITH THE MUNICIPAL RECORDS MANUAL

WHEREAS, by virtue of Resolution No. 05-2023-1783, the Township of Salisbury declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, as amended 3/28/2019; 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 Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

PUBLIC WORKS DEPARTMENT

- sewer charts from 1973-2022
2 boxes 14x16x7
4 boxes 14x17x8
2 boxes 16x16x12.5
5 boxes 13x13x7
1 box 17x16x8.5
4 boxes 12x12x10.5
1 box 14x15x10
5 boxes 13x13x14
4 boxes 13x13x11
1 box 14x15x5.5
1 box 12x13x10

POLICE DEPARTMENT

- Miscellaneous Copies of Paperwork Maintained by Other Township Depts.
- Adult Criminal Case Files - 1990 - 2004
- Juvenile Criminal Case Files - 1990 - 2004
- Obsolete Printed Traffic Citation Forms
- Obsolete Printed PFA Information Forms
- Obsolete Printed Fire Inspection Report Forms
- Obsolete Printed Fire Complaint & Enforcement Forms
- Obsolete Printed Fingerprint Cards
- LVHN & STPD Paid & Voided Parking Tickets - 2011 - 2023

ADMINISTRATION DEPARTMENT

- Employment Applications (not hired) prior to 2021 (PS-2)
- Recreational program registrations prior to 2021 (AL-1)
- Recycling program records prior to 2015 (AL-36)
- Right to Know Requests prior to 2023 (AL-46)
- Statement of Financial Interests prior to 2020 (AL-12)
- Insurance Policies prior to 1999 (AL-17)
- Recordings of Public Meetings prior to 2025 (AL-24)

- Proof of Publications prior to 2015 (AL-35)
 - Bid responses – Lindberg Park Tennis Courts Project 2009
 - Bid responses – Roosevelt/Public/Jeter/Dodson Stormwater Improvements Project 2011
 - Bid responses – Flexer & Clearwood Watermain Replacement Project 2011
 - Bid responses – CCTV Insp, Testing & Grouting of Sanitary Sewer Project 2012
 - Lindberg/Flexer Roadway Project 2007 (Duplicate)
 - Maumee / Erney Stormwater Project 2014 (Duplicate)
 - Misc Manager Correspondence 1990-2016
 - Misc Budget Info 2001-2015
 - Pension Plan AVRs, performance reports, fund statements, audit reports 1996-2013 (Duplicate)
 - Twp Audit Reports 1996-2013
 - DCED Annual Audit Reports 2002-2013
 - ICMA Annual Reports & Correspondence 2008-2013
- 1997-2007 Tax Assessments
- 1991-2009 Admin Files
 - 1990-2014 Employment applications
 - 1992-2010 Admin Files
 - 1984-2012 Archived Files
 - 1996-2008 Grants
 - 1990-1996 Mgr Files, census map, memo's, Mascaro EOP
 - 1996 Mgr Bid Specs
 - 2011 - Budget file
 - 2003 Planning School District
 - 2008-2009 BOC Agenda
 - 2009-2010 Budgets
 - CACLV
 - Lincoln Flexer Docs
 - Misc Park info, Maumee, Erney, Stormwater
 - 2010-2011 BOC agenda
 - Memorial Tree planting, Cedar Crest planning and zoning
 - MSW (solid waste)
 - 2011 Mgr. Reports
 - 2012 Newsletter, police vehicle lease
 - 2014 CACLV
 - 2006-2008 Khalife files
 - 2011 Misc projects
 - LC Tax CC
 - 2014 BOC agenda
 - 2015 Mgr files
 - 2010 Mgr files
 - 2015 Mgr files
 - 2013 BOC Agenda
 - 2015 South Whitehall Twp
 - 2011 BOC Agenda
 - 2013 P&Z Files for Legacy place
 - 2012 Various P&Z Files
 - 2013 Solid waste bids
 - 2010 Mgr files, misc
 - Mgr files prior to 2008

- 2015 Mgr files, misc
- 24 2005-2014 Budget
5 BOXES 12"x19"x10" each = 6.60 cubic feet
12x16 52 boxes

TAX COLLECTOR'S OFFICE

2021-2022. Paid real estate tax bills, including Mortgage company payments, Bank deposit slips, Tax certifications

6 boxes (11 1/2" x 9" x 18") and one box (10 1/2" x 4 1/2" x 14").
= 9 cubic feet total

42 boxes 12" x 9" x 4" (paid real estate tax bills from 2007-2020)
1 bankers box marked "1994" approximately 24" x 15" x 10.25" (duplicate report copies)
= 12.6 cubic feet

PRE 1998 and Older Tax Assessment box 50

FINANCE DEPARTMENT

- 2008-2012 W-2's
- 2013 W-2's, supporting documents, BOX meeting reports
- 2008-2011 ICMA, Aflac, Quarterly tax reports
- 2013-2014 Meter reading routes
- 2008-2014 Owner tenant forms
- 2016 Master reading report, Sensus
- 2012, 2013, 2014 Billing Reports
- 2017 Utility meter reading master reports
- 1997-2018 Presort mailing forms for utility billing
- 2011-2018 Xpress pay stop mailing bills notice
- 1992-2010 DPW - February consumption reports
- 2016 Tim Cards, cash receipt journals
- 2016 Cash receipts, income receipts, bank statements, tax collector reports
- 2016 A/P, GL Update reports, Deposit slips, dumpster permits, Magistrate invoice, Misc.
- 2016 Time cards
- 2012-2014 PR Registers, W-2's, Quality report, year end documents
- 2012, 2013 & 2014 Time sheets, income files, journal entries, deposit slips, PLIGT statements, payroll register, A/P, GI reports, Tax Collector, LST Collection reports
- 2015 A/P
- 2007 Time off requests
- 2011 PA Bulletin
- 2001-2015 Dog violations from Animal Control Officer
- 2000-2016 Drop off
- 1986-2011 Budget
- 1989-2012 Audits
- 1988-1989 MSDS data sheets
- 2013-2016 Finance Depart misc.
- 2014 Utility billing
- 2015 Utility register & receipts
- 1995-1996 Taxes

- 2014 Finance Dept Files
- 2004-2014 Finance Day books
- 2015 Master routes
- 2016 Cash Receipting

Box Size & Quantity

16x12 71
12x9 13
16x24 5

APPROVED AND ADOPTED this 27th day of March, 2025 at a regular public meeting.

ATTESTED:



Township Secretary

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)



President, Board of Commissioners