

TOWNSHIP OF WASHINGTON
FRANKLIN COUNTY, PENNSYLVANIA

RESOLUTION NO. 744

A RESOLUTION OF BOARD OF SUPERVISORS OF THE TOWNSHIP FOR DISPOSITION OF WASHINGTON TOWNSHIP POLICE DEPARTMENT RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008.

WHEREAS, by virtue of Resolution No. 741, adopted on February 8, 2021, the Washington Township Supervisors declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 6, 2008, 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 Supervisors of Washington Township, Franklin County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Washington Township Police Department

- Administrative Paperwork - old equipment instruction manuals, outdated law enforcement guides, and outdated business listings no longer of administrative value dated 1989 - 2011 in the amount of one (1) cubic foot.
- Applications for Employment [Persons Not Hired] dated prior to 2018 and Employee Personnel Records, except - Letter of Hire, Letter of Resignation or Termination, and Disciplinary Records, Employee records *without* Post-Termination Benefits with employment termination dates prior to 2011 in the amount of 1.7 cubic feet.
- Non-Criminal Calls for Service, non-criminal complaints, and crash reports that are determined not part of a criminal case file dated 1985-2001 in the amount of 8.4 cubic feet.
- Training records that are no longer of administrative value dated 1991-2005 in the amount of 1 cubic foot.
- Work schedules from 2013-2017 in the amount of .25 cubic feet.
- Temporary detention records not part of a criminal history case dated 1991-1998 in the amount of .50 cubic feet.
- Criminal History/Investigatory case files *not* associated with a homicide or suspicious death dated 1982-1985 in the amount of 8.4 cubic feet.

DULY ADOPTED, this 26th day of April 2021, by the Board of Supervisors of Washington Township, Franklin County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF WASHINGTON
COUNTY OF FRANKLIN
PENNSYLVANIA

Attest:



Karen S. Hargrave
Secretary



Charles L. Strausbaugh
Chairman, Board of Supervisors