

TOWNSHIP OF WASHINGTON
FRANKLIN COUNTY, PENNSYLVANIA

RESOLUTION NO. 764

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

- Calibration Records consisting of Chronometer Calibration Certificates dated 2006-2014, Certificate of Analysis, simulator solution records dated 2003-2016, Monthly Breath Test Logs dated 2009-2014, Certificate of Breath Test Device Accuracy dated 2013-2014, BAC Calibration Reports dated 2007-2014, Intoximeter Solution Worksheets dated 1998-2004, ENRAD Bulletins dated 2009-2014, and Chronometer Bulletins dated 2004-2012 in the amount of 4 cubic feet.
- Court Orders that are of no administrative value consisting of hearing notices dated 2020 and June 2021 through September 2021 in the amount of .75 cubic feet.
- Citations that are NOT part of a criminal history case file consisting of summary traffic citations dated 1993-2011 and summary non-traffic citations (other than retail theft) dated 1987-2013.
- Permits and related applications consisting of Washington Township Soliciting Permit Applications dated 2019 in the amount of 1 file folder.
- Accounts Receivable files and ledgers consisting of payment receipt books dated 2011-2013 in the amount of .25 cubic feet.
- Employee Personnel Records prior to 2015 for separated employees without post termination benefits in the amount of .25 cubic feet.
- Administrative Records that are no longer of administrative value consisting of Department of Health Breath Test Bulletins dated 2009-2014, Department of Health DUI and Blood Test Bulletins dated 2008-2012, Department of Health BAC Blood Bulletins dated 2009-2014, and Department of Health DUI Drug Urine Screen Bulletins dated 2009-2012 in the amount of 3 cubic feet.

- Initial Activity Reports consisting of Motor Carrier Inspection Reports dated 2004-2016 in the amount of 1 cubic foot.

DULY ADOPTED, this 7th day of February 2022, 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