

TOWNSHIP OF WASHINGTON  
FRANKLIN COUNTY, PENNSYLVANIA

RESOLUTION NO. 786

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. 748, adopted on November 7, 2022, 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

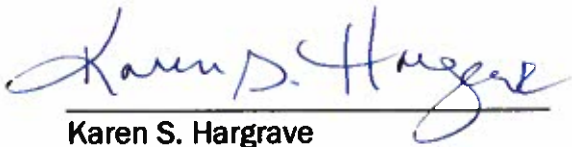
- Criminal History/Investigatory Case Files consisting of case file records, including but not limited to arrest and detention records, citations and complaints, crime analysis, evidence records, field notes, hospital and medical records, lab reports, offense reports, probation, and parole records, press releases, warrants, subpoenas, and vehicular reports that *ARE NOT* associated with a homicide or suspicious death. The records are dated 1993-2007
- Grant Administrative Records for D.A.R.E. Grants, COPS Grants, Aggressive Driving Grants, Buckle Up Grants, DUI Enforcement Grants from years 1995-2013.
  - Municipal Records Manual AL-14 Grant Administration Records refers to comply with retention requirements promulgated by the appropriate administering agency.
    - 2 CFR 200.334 Retention Requirements for Records (Federal Records) – Records must be retained for a period of three years from the date of submission of the final expenditure report.
    - PCCD Financial and Administrative Guide for Grants – Records shall be retained by each organization for at least 3 years after the date of submission of the final fiscal and programmatic reports.
- Miscellaneous books, training manuals/materials & training records to be retained as long as of administrative value. Date from 1998 -1999 & 2005-2010
- Personnel evaluations dated 2001 to be retained as long as of administrative value

All destroyed documents are a combined total of 172.82 cubic feet

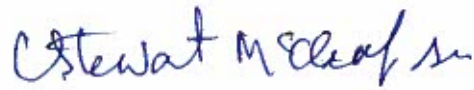
DULY ADOPTED, this 6th day of February 2023, by the Board of Supervisors of Washington Township, Franklin County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF WASHINGTON  
COUNTY OF FRANKLIN  
PENNSYLVANIA

Attest:



Karen S. Hargrave  
Secretary



C. Stewart McCleaf  
Chairman, Board of Supervisors