



**SOUTH FAYETTE TOWNSHIP
ALLEGHENY COUNTY**

DESTRUCTION OF SPECIFIC RECORDS

RESOLUTION NO. 21 OF 2023

**RESOLVED BY THE BOARD OF COMMISSIONERS OF SOUTH FAYETTE
TOWNSHIP, ALLEGHENY COUNTY, PENNSYLVANIA, THAT**

WHEREAS, by virtue of Resolution No. 6, adopted May 11, 2018, South Fayette Township 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, 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;

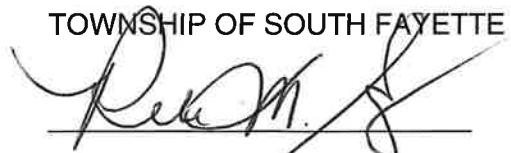
NOW, THEREFORE, BE IT RESOLVED That the Board of Commissioners of South Fayette Township, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

RESOLVED and ENACTED this, October 11, 2023.

Attest:



John M. Barrett
Township Manager

TOWNSHIP OF SOUTH FAYETTE


Rebecca Sray, Vice-President
Board of Commissioners

Record Retention Purge
South Fayette Township
Purge Date:

Application for Employment (Not Hired) – retain 2 years

- 2000
- 2001
- 2002
- 2004
- 2006
- 2007
- 2011
- 2020
- 2021

AL-46 Right-to-Know – retain 2 years

- 2014
- 2015
- 2016
- 2019
- 2020
- 2021

AL-30 Streep Opening Permits – retain 5 years

- 2014
- 2017

AL – 30 Amusement Device Permits – Retain 3 years

- 2018
- 2019
- 2020

AL – 36 Recycling Program Records – 10 years

- 2009
- 2012

AL-35 Proof of Publication – 10 years

- 2008
- 2010

TA – 19 Assessment Appeals – Retain 3 years

- 2014
- 2015
- 2016

FN-5 Annual Budgets and Related Records

- 1982
- 1983
- 1985
- 1986
- 1977
- 1988
- 1989
- 1990
- 1991
- 1992
- 1993
- 1994
- 1995
- 1996
- 1997
- 1998

AL-17 Insurance Claims and Policies – Retain 6 years

- Policies 2017
- 2015

AL-20 Liquid Fuel Tax Records – Retain 7 Years

- 2003
- 2005

PS-13 Union Grievances – Retain 3 years

- 1991
- 1992
- 1993
- 1994
- 2001
- 2006
- 2007
- 2008
- 2009
- 2010

AL-12 – Ethics Statement – Retain 5-years

- 2014
- 2015
- 2016

PS-14 - Worker's Comp Records – Retain 4 or 10 years

- 1982 thru 2013
- 2015
- 2016

PL-14 – Time Cards and Attendance Records – 3 years

- 2009
- 2014
- 2015
- 2016
- 2017
- 2018

PL-6 – Payroll Voucher Registers – 7 years

- 2010-2015

AL-8 Contract Files – 6 years

- 2015
- 2016
- 2000

AL-1 – Admin & Subject Files – as long as of value

- 2000

AL-30 – Permits – 3-years

- 2015
- 2016

PO-18 Motor Vehicle Records (1) Accident Reports 5-years

- 2015
- 2016