

APPENDIX A

<u>Code</u>	<u>Category</u>	<u>General Record Description</u>	<u>Retention Period</u>	<u>Records for Destruction</u>
ADMINISTRATIVE AND LEGAL				
AL-1	Administrative Subject Files	Gen. correspondence, reports, manuals, studies, bulletins, newsletters	As long as of administrative value	Varies
AL-8	Contract Files	Bids, ads, proposals, price quotes, qualified contractor memos	12 years after termination of contracts	Prior to 2009
AL-12	Election Records	Ethics Commission Statements of Financial Interest	5 years	Prior to 2016
AL-17	Insurance Claims and Policies	Insurance policies and claims	6 years after final claims settlement	Prior to 2015
AL-19	Litigation Case Files	Records related to litigation, closed cases	As long as of administrative value	Varies
AL-20	Liquid Fuel Tax Records	Records required by State Auditor for liquid fuels audit (officials roster is kept permanently)	7 years	Prior to 2014
AL-21	Mailing Lists	Newsletter mailing lists	Until superseded	Those superseded
AL-24	Minutes	Tape Recordings of Public Meetings	Until minutes are approved	Once minutes are approved
AL-25	Municipal Lien Files	Liens filed to secure payment	1 year after satisfaction	Prior to 2020
AL-29	Oaths of Municipal Officers	Oaths	6 years	Prior to 2015
AL-31	Petitions	Petitions to Council	5 years unless results in ordinance change	Prior to 2016
AL-33	Press Releases	Municipal press releases	As long as of administrative value	Varies
AL-35	Public Meeting/Hearing Notices & Proof of Publication	Hearing notices and proof of publication	10 years	Prior to 2011
AL-42	Sales and Use Tax Exemption Certificates	Forms for vendors exempting from sales and use tax	3 years	Prior to 2018
AL-43	Survey of Financial Condition Forms (DCED)	Annual DCED Report	5 years	Prior to 2016
AL-45	Treasurers' Bond Certifications (PENNDOT)	Bond certifications submitted to PENNDOT	7 years	Prior to 2014
EMERGENCY SERVICE RECORDS				
ES-2	Comprehensive Emergency Management Plan and Records	Civil defense plans, guides, reports	3 years after superseded	Prior to 2018
FINANCIAL AND PURCHASING				
FN-1	Account Distribution Summaries	General Ledgers	Weekly/Monthly - 3 years Year End - 7 years	Prior to 2018 Prior to 2014
FN-2	Accounts Payable Files and Ledgers	Records documenting money spent	7 years	Prior to 2014
FN-3	Accounts Receivable Files and Ledgers	Records documenting money owed and paid	7 years	Prior to 2014
FN-4	Annual Audit and Financial Reports	Elected and Appointed Officials Report	5 years	Prior to 2016
		Survey of Financial Condition Report	5 years	Prior to 2016
		Tax Information	5 years	Prior to 2016
FN-7	Audit Workpapers	Audit papers supporting records audited	Current plus 3 prior audit cycles	Prior to 2017
FN-8	Balance Sheets	Balance Sheets	7 years	Prior to 2014
FN-9	Bank Statements and Reconciliations	Bank Statements and Bank Reconciliations	7 years	Prior to 2014

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FN-10	Cancelled Checks	Cancelled Checks	7 years	Prior to 2014
FN-11	Check Registers	Check Registers	7 years	Prior to 2014
FN-12	Daily Cash Records	Records of daily cash receipts	3 years	Prior to 2018
FN-13	Deposit Slips	Bank deposit slips and attached remittance forms	7 years	Prior to 2014
FN-16	Financial Statements	Monthly Finance Reports	Periodic - Until final completion of audit	Prior to 2020
FN-17	Investment Records	Investment documents	6 years after cancellation	Prior to 2015
FN-18	Purchase Order Files	Purchase orders and related papers	7 years	Prior to 2014
FN-19	Purchasing Files	Files related to acquisition of services, goods, equipment	6 years	Prior to 2015
FN-23	Utility and Paid Service Receipts	Vendor invoices from utilities	7 years	Prior to 2014
FN-24	Vendor Files	Vendor maintenance information	Until superseded or obsolete	Those superseded or obsolete
INFORMATION TECHNOLOGY				
IT-1	Computer Inventory Records	Records documenting IT equipment assignments and inventories of licensed software	4 years after removed or reassigned	Prior to 2017
IT-2	Computer Systems Documentation	Hardware and software manuals and program coding	1 year after migration of all records with ongoing value to	Prior to 2020
IT-3	Equipment and Network Usage Documentation	Records related to use of IT equipment	1 year after updated or superseded	Those updated or superseded - prior to 2020
IT-4	Equipment Records	Purchase orders, warranties, service contracts, service histories, and correspondence	Life of Equipment	Varies
IT-5	Computer usage Files and Reports	Computer usage Files and Reports	1 year	Prior to 2020
IT-6	Network and PC Password and Security Identifications	Records documenting network password and admin security of the network	1 year	Prior to 2020
IT-7	System Architecture Documents and Wiring Schemas	Records documenting location of wiring and design of networked environment	Life of Network	Network upgraded 2015
IT-8	Operating System and Hardware Conversion Plans	Records relating to replacement of equipment or computer operating systems	1 year after successful conversion	Varies
IT-10	System Backup Files	Copies of system files and other data, reports, files, etc used to restore systems following a disaster	Until superseded	Those superseded
IT-11	Security Records	Records used to control or monitor security of our computer systems and its data	1 year	Prior to 2020
IT-13	User Requests for IT Services	Records used to document requests for IT support services and responses to those requests	As long as of administrative value	Varies
IT-14	Network Implementation Project Files	Records used to plan and implement our network	Until superseded	Those superseded
PAYROLL AND PERSONNEL				
PL-1	Cancelled Payroll Checks	Cancelled Payroll Checks	7 years	Prior to 2014
PL-2	Employee Payroll Adjustment Records	Employee Payroll Adjustment Records	4 years	Prior to 2017

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PL-3	Individual Employee's Earning Record - Terminated Employees	Individual Employee's Earning Record - Terminated Employees	5 years after all benefits paid if post-termination benefits	Prior to 2016
			5 years after termination if no post-termination benefits	Prior to 2016
PL-4	Payroll Deduction Authorizations	Payroll Deduction Authorizations	1 year after cancelled or superseded	Those cancelled or superseded prior to 2020
PL-5	Payroll Earnings and Deductions Registers	Payroll Earnings and Deductions Registers	4 years Pay period reports	Prior to 2017
			7 years If p/r data posted to individual earning record	Prior to 2014
			50 years Otherwise	Prior to 1971
PL-6	Payroll Voucher	Payroll Voucher	7 years	Prior to 2014
PL-11	Quarterly Returns of Withholding of Federal Income Tax	Quarterly Returns of Withholding of Federal Income Tax	4 years	Prior to 2017
PL-12	Quarterly Statements of State and Local Taxes Withheld	Quarterly Statements of State and Local Taxes Withheld	4 years	Prior to 2017
PL-13	Social Security Reports	Social Security Reports	4 years	Prior to 2017
PL-14	Time Cards and Attendance Records	Time Cards and Attendance Records	3 years	Prior to 2018
PL-15	Unemployment Compensation Records	Unemployment Compensation Records	4 years after contributions have been pd	Prior to 2017
PL-16	Wage and Tax Statements (W-2 Forms)	Wage and Tax Statements (W-2 Forms)	4 years after due date of tax	Prior to 2017
PL-17	Withholding Allowance Certificates (W-4 Forms)	Withholding Allowance Certificates (W-4 Forms)	4 years after new certificate is filed or employment is	Prior to 2017
PL-18	1099 Forms (Employer's Copy of U.S. Information Return for Calendar Year)	1099 Forms (Employer's Copy of U.S. Information Return for Calendar Year)	4 years	Prior to 2017
PS-2	Applications for employment (Not hired)	Applications for employment (Not hired)	2 years	Prior to 2019
PS-4	Commercial Drivers License Records (CDL)	Commercial Drivers License Records (CDL)	Comply with retention requirements promulgated by the	Varies
PS-6	Employee Health Insurance Claim Files	Employee Health Insurance Claim Files	5 years after settlement of claim	Prior to 2016
PS-10	Job Descriptions and Announcements	Job Descriptions and Announcements	Current plus one prior revision	Varies
PS-14	Worker's Compensation Records	Worker's Compensation Records	4 years after signing final settlement receipt, or death	Prior to 2017
PUBLIC WORKS / ENGINEERING RECORDS				
PW-3	Equipment Records	Operational & maintenance records for public works equipment	Life of Equipment	Varies
TAX COLLECTION AND ASSESSMENT				
TA-9	Tax Return Forms/Cards	Employer Quarterly Returns	5 years	Prior to 2016
TA-9	Tax Return Forms/Cards	Annual Employer Reconciliations of EIT WH	5 years	Prior to 2016

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TA-9	Tax Return Forms/Cards	Annual Taxpayer EIT and NP Returns	5 years	Prior to 2016
TA-12	Tax Bills, Paid Receipts	Real Estate Tax Bills and Paid Receipts	2 years	Prior to 2019 (1 year)
TA-2	Certifications for Taxes Paid on Real Estate	Real Estate Tax Certifications	2 years	Prior to 2019 (1 year)
TA-6	General and Special Tax Ledger and Related Records	Earned Income Tax Ledger Books	7 years	Prior to 2014
TA-6	General and Special Tax Ledger and Related Records	Real Estate Tax Ledger Books	7 years	Prior to 2014
TA-5	Exoneration Certificates Issued to Tax Collector	Real Estate Tax Exoneration Certificates	5 years	Prior to 2016
TA-8	Occupational Tax Lists	Occupation Tax Reports	Until superseded or obsolete	Those superseded or obsolete
TA-10	Public Utility Realty Reports	Reports submitted to Pa Dept of Rev	7 years	Prior to 2014
TA-11	Real Estate Transfer Records	Recorder of Deeds and Assessment Reports	As Long as of Admin Value	Prior to 2020 (1 year)
TA-13	Tax Collector Monthly Reports to Taxing Districts	Monthly Tax Reports to College Twp and SCASD	7 years	Prior to 2014
TA-15	Tax "Duplicates" (Real Estate and Non-Real Estate)	RE and Other Duplicates	7 years	Prior to 2014
TA-17	Abatements and Exonerations	Assessed tax Appeals and related papers	5 years	Prior to 2016
TA-20	Change of Assessment Notices	Records related to tax assessment changes	3 years after settlement	Prior to 2018
			5 years after settle of appealed cases	Prior to 2016
TA-22	Exemption Files	Exemption application files	3 years after expiration of exemption	Prior to 2018