

**TOWNSHIP OF WORCESTER  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION 2016-04**

**A RESOLUTION TO DISPOSE OF CERTAIN PUBLIC RECORDS**

**WHEREAS**, Worcester Township (“Township”) declared its intent to follow the public records retention schedule and disposal procedures as set forth in the *Municipal Records Manual*, as last revised, and as published by the Pennsylvania Historical and Museum Commission; and,

**WHEREAS**, in accordance with Act 428 of 1968, as last amended, each individual act of public record disposition shall be approved by a resolution adopted by the governing body;

**NOW, THEREFORE, BE IT RESOLVED:** the Board of Supervisors hereby authorizes the Township Secretary to dispose of the following public records:

1. Personnel Records:
  - a. employee health insurance claim files, for claims settled on or before December 31, 2010;
  - b. employee personnel records, for employees without post-retirement benefits, for employees whose employment ended on or before December 31, 2010;
  - c. employee medical records, for employees without post-retirement benefits, for employees whose employment ended on or before December 31, 2010; and,
  - d. workers’ compensation records, for all settlements executed on or before December 31, 2011, or for employees who died on or before December 31, 2011.
  
2. Payroll Records:
  - a. payroll earnings and deduction registers, for 2008 and all prior years
  - b. quarterly returns of withholding of federal income tax, for 2011 and all prior years;
  - c. quarterly statements of state and local taxes withheld, for 2011 and all prior years;
  - d. time cards and attendance records, for 2011 and all prior years;
  - e. wage and tax statements (W-2 forms), for 2011 and all prior years; and,
  - f. withholding allowance certificates (W-4 forms), for 2011 and all prior years.

RESOLVED THIS 20<sup>TH</sup> DAY OF JANUARY, 2016.

**FOR WORCESTER TOWNSHIP**

By:   
Susan G. Caughlan, Chair  
Board of Supervisors

Attest:   
Tommy Ryan, Secretary