

**FAIRFIELD TOWNSHIP
Disposition Resolution for
Destruction of Specific Records
RESOLUTION # 3 OF 2026**

Resolved by the BOARD OF SUPERVISORS of FAIRFIELD TOWNSHIP, WESTMORELAND County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 1 OF 2009, adopted the 12th day of February, 2009 the TOWNSHIP OF FAIRFIELD 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 SUPERVISORS of FAIRFIELD TOWNSHIP, WESTMORELAND County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

For all accounts, State Fund, General Fund, Act 13, Road Fund/ARPA

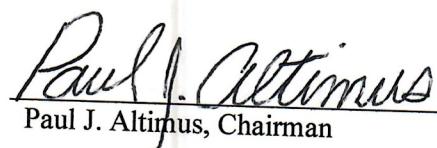
| Record Title | Records # | Date (Years) |
|--|------------------|-----------------------|
| (12 Year Retention) | | 2013 and older |
| Contracts, Advertisements, Bidders, Quotes, Bids, Successful Bidders | AL8 | |
| (10 Year Retention) | | 2015 and older |
| Proof of Publication | AL35 | |
| (7 Year Retention) | | 2018 and older |
| Liquid Fuels Records, Cancelled Checks, Vouchers, Bank Statements, Bills | AL20 | |
| Treasurers Bond | AL45 | |
| Accounts Payable (files/ledgers) | FN2 | |
| Accounts Receivable (files/ledgers) | FN3 | |
| Balance Sheet | FN8 | |
| Cancelled Checks | FN 10 | |
| Deposits Slips | FN13 | |
| Expense Reports from Employees | FN15 | |
| Purchase Orders | FN18 | |
| Utilities and Paid Service Records | FN 23 | |
| Voucher Files | FN25 | |
| Payroll Cancelled Checks | PL1 | |
| Payroll Voucher Check Register | PL6 | |
| Special Tax Ledgers & related Records | TA6 | |
| Public Utility Realty Record | TA10 | |
| Tax Collectors Monthly Report to Tax District | TA13 | |
| (6 Year Retention) | | 2019 and older |
| Bonds, Performance, Security, Employees, Contractors | AL4 | |
| Insurance Claims, Settled, Policies | AL17 | |
| Municipal Obligations, Bonds, after canceled | AL26-1 | |
| Canceled Notes | AL26-2 | |
| Loan Files after Final Payment | AL26-4 | |
| Oath of Municipal Officials | AL29 | |
| (5 Years Retention) | | 2020 and older |
| Ethics Statements | AL12 | |
| (4 Years Retention) | | 2021 and older |
| Employee Record | PL2 | |
| Payroll Deduction Authorization | PL4 | |
| Pay Period Reports | PL5 | |
| Quarterly Returns of Federal Income Tax | PL11 | |
| Quarterly Statements of State and Local Tax | PL12 | |
| Social Security Reports | PL13 | |
| Unemployment Compensation | PL15 | |
| W4 Withholding Form | PL17 | |

| <u>(3 Years Retention)</u> | | <u>2022 and older</u> | |
|---|------|------------------------------|--|
| Permits, Licenses after expiration or denied | AL30 | | |
| Survey of Financial Condition forms to DCED | AL43 | | |
| Account Distribution Summaries, Treasurers Report Receipts-Disbursements | FN1 | | |
| Daily Cash Records | FN12 | <u>2023 and older</u> | |
| Payroll Time Cards/Attendance Record | PL14 | | |
| <u>(2 Year Retention)</u> | | | |
| Certifications for Taxes | TA2 | | |
| Mobile Home Removal Permits issued by Tax Collector | TA7 | | |
| Tax Bills/Paid Receipts | TA12 | <u>2024 and older</u> | |
| <u>(1 Year Retention)</u> | | | |
| Municipal Lien Letter after Satisfied | AL26 | | |
| PA 1 Call Records | PW18 | | |
| Delinquent Tax Collection (non RE) lien list, etc. | TA4 | | |

RESOLVED, this 8th day of January, 2026.

Attest:

SEAL


Paul J. Altimus, Chairman


James Brown, Vice-Chairman


Carrie G. Tantlinger, Secretary


Ernest J. Henderson, Supervisor

AL—Administration/Legal Files
FN—Financial & Purchasing Records
PL—Payroll Records
PS—Personnel Records
PZ—Planning/Building/Zoning Code Enforcement
Records

RECORDS KEY

PW—Public Works/Engineering Records
TA—Tax Collection/Assessment Records
WM—Waste Management /Sewage Disposal Records
WQ—Water Quality/Supply/Distribution Records