

**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 12<sup>th</sup> 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**

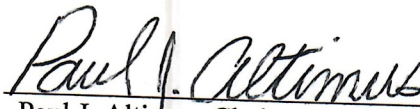
<b>Record Title</b>	<b>Records #</b>	<b>Date (Years)</b>
<b><u>(12 Year Retention)</u></b>		
Contracts, Advertisements, Bidders, Quotes, Bids, Successful Bidders	AL8	<b><u>2013 and older</u></b>
<b><u>(10 Year Retention)</u></b>		
Proof of Publication	AL35	<b><u>2015 and older</u></b>
<b><u>(7 Year Retention)</u></b>		
Liquid Fuels Records, Cancelled Checks, Vouchers, Bank Statements, Bills	AL20	<b><u>2018 and older</u></b>
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	
<b><u>(6 Year Retention)</u></b>		
Bonds, Performance, Security, Employees, Contractors	AL4	<b><u>2019 and older</u></b>
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	
<b><u>(5 Years Retention)</u></b>		
Ethics Statements	AL12	<b><u>2020 and older</u></b>
<b><u>(4 Years Retention)</u></b>		
Employee Record	PL2	<b><u>2021 and older</u></b>
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	
Payroll Time Cards/Attendance Record	PL14	
<u>(2 Year Retention)</u>		<u>2023 and older</u>
Certifications for Taxes	TA2	
Mobile Home Removal Permits issued by Tax Collector	TA7	
Tax Bills/Paid Receipts	TA12	
<u>(1 Year Retention)</u>		<u>2024 and older</u>
Municipal Lien Letter after Satisfied	AL26	
PA 1 Call Records	PW18	
Delinquent Tax Collection (non RE) lien list, etc.	TA4	

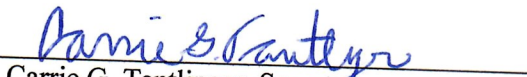
RESOLVED, this 8<sup>th</sup> day of January, 2026.

Attest:

SEAL

  
Paul J. Altimus, Chairman

  
James Brown, Vice-Chairman

  
Carrie G. Tantlinger, Secretary

  
Ernest 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