

**FAIRFIELD TOWNSHIP**  
**Disposition Resolution for**  
**Destruction of Specific Records**  
**RESOLUTION # 2 OF 2025**

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>		<b><u>2012 and older</u></b>
Contracts, Advertisements, Bidders, Quotes, Bids, Successful Bidders	AL8	
<b><u>(10 Year Retention)</u></b>		<b><u>2014 and older</u></b>
Proof of Publication	AL35	
<b><u>(7 Year Retention)</u></b>		<b><u>2017 and older</u></b>
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	
<b><u>(6 Year Retention)</u></b>		<b><u>2018 and older</u></b>
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	
<b><u>(5 Years Retention)</u></b>		<b><u>2019 and older</u></b>
Ethics Statements	AL12	
<b><u>(4 Years Retention)</u></b>		<b><u>2020 and older</u></b>
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	

**(3 Years Retention)**

Permits, Licenses after expiration or denied	AL30
Survey of Financial Condition forms to DCED	AL43
Account Distribution Summaries, Treasurers	FN1
Report Receipts-Disbursements	FN12
Daily Cash Records	PL14
Payroll Time Cards/Attendance Record	

**2021 and older****(2 Year Retention)**

Certifications for Taxes	TA2
Mobile Home Removal Permits issued by Tax	TA7
Collector	
Tax Bills/Paid Receipts	TA12

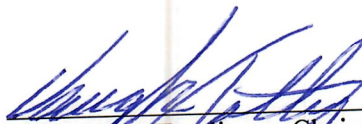
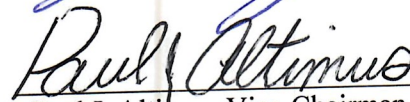

**2022 and older****(1 Year Retention)**

Municipal Lien Letter after Satisfied	AL26
PA 1 Call Records	PW18
Delinquent Tax Collection (non RE) lien list, etc.	TA4

**2023 and older****RESOLVED**, this 9<sup>th</sup> day of January, 2025.

Attest:

SEAL

  
Carrie G. Tantlinger, Secretary  
Vaughn E. Tantlinger, Chairman  
Paul J. Altimus, Vice-Chairman  
James Brown, Supervisor**RECORDS KEY**

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

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