

**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 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

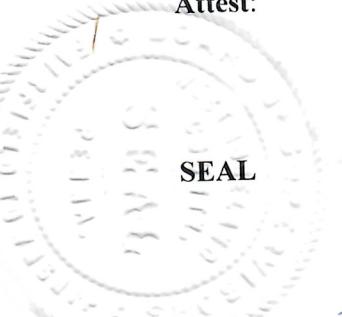
Record Title	Records #	Date (Years)
(12 Year Retention)		2012 and older
Contracts, Advertisements, Bidders, Quotes, Bids, Successful Bidders	AL8	
(10 Year Retention)		2014 and older
Proof of Publication	AL35	
(7 Year Retention)		2017 and older
Liquid Fuels Records, Cancelled Checks, Vouchers, Bank Statements, 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)		2018 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)		2019 and older
Ethics Statements	AL12	
(4 Years Retention)		2020 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	

		2021 and older
(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		
Daily Cash Records	FN12	
Payroll Time Cards/Attendance Record	PL14	
(2 Year Retention)	2022 and older	
Certifications for Taxes	TA2	
Mobile Home Removal Permits issued by Tax Collector	TA7	
Tax Bills/Paid Receipts	TA12	
(1 Year Retention)	2023 and older	
Municipal Lien Letter after Satisfied	AL26	
PA 1 Call Records	PW18	
Delinquent Tax Collection (non RE) lien list, etc.	TA4	

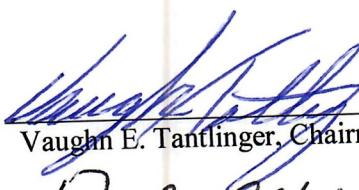
RESOLVED, this 9th day of January, 2025.

Attest:

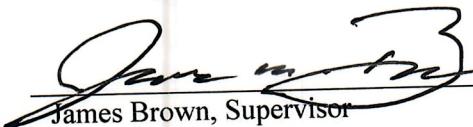
SEAL


Carrie G. Tantlinger

Carrie G. Tantlinger, Secretary


Vaughan 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