RESOLUTION NO. 2025-7

A RESOLUTION OF THE BOROUGH OF WEST READING, BERKS COUNTY, PENNSYLVANIA APPROVING THE DISPOSAL OF MUNICIPAL RECORDS.

WHEREAS, the Borough of West Reading declares its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved March 28, 2019, 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, IT IS HEREBY RESOLVED by the Borough Council of the Borough of West Reading, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records.

Office of the Treasurer:

Record Title	Year	Volume
AL-17 – Insurance Claims and Policies	2004-2005	¼ box
FN-2 – Accounts Payable Files and Ledgers	2018	2 boxes
FN-3 – Accounts Receivable Files and Ledgers	2018	2 boxes
FN-25 – Voucher Files	2018	1 box
PL-18 – 1099 Forms	2005-2018	1 box
PL-17 – Withholding Allowance Certificates (W-4 Forms)	2010	1 box
Office of Parks and Recreation:		
PR-5 – Park Program Files	2021-2022	¼ box
Office of Administration:		
AL-36 – Recycling Program Records	2006-2014	½ box

BE IT FURTHER RESOLVED that no other records except those listed on the attachment will be disposed of without further approval and resolution.

DULY ADOPTED AND APPROVED this 18th day of February 2025.

BOROUGH OF WEST READING

By: _____
Ryan Lineaweaver, Council President

Attest: _____
Cynthia Madeira, Borough Secretary

Examined and approved this 18th day of February 2025.

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Samantha Kaag, Mayor