

TOWNSHIP OF WEST HEMPFIELD

Lancaster County, Pennsylvania

RESOLUTION No. 3-18

**A RESOLUTION OF WEST HEMPFIELD TOWNSHIP
LANCASTER COUNTY, PENNSYLVANIA, DECLARING IT'S INTENT TO
FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF
RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL
APPROVED ON JULY 16, 1993, AS AMENDED**

WHEREAS, by virtue of Resolution No. 2-18, adopted March 6, 2018, West Hempfield Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, as amended, 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, that the Board of Supervisors of West Hempfield Township, Lancaster County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Police Department Records:

- Abandoned /Impounded Vehicles, any and all records prior to and including 2015
- Accident Reports (if not part of Criminal History Case), any and all records prior to and including 2012
- Animal Lost / Found, any and all records prior to and including 2015
- Bicycle Registration Records, any and all records prior to and Including 2015
- Block Party Permits, any and all records prior to and including 2013
- Calibration Records, any and all records prior to and including 2012
- Citations – Traffic (if not part of criminal history case), any and all records prior to and including 2013
- Criminal Cases – Homicide, any and all records prior to and including 1941
- Daily Incident Logs (Cruiser Logs), any and all records prior to and including 2014
- Dispatcher Logs (Blotters), any and all records prior to and Including 2014
- Dissemination Logs, any and all records prior to and including 2015
- Evidence (Summary), any and all records prior to and including 2012
- Evidence (Misdemeanor / Felony), any and all records prior to and including 1996
- House Checks, any and all records prior to and Including 2016

- Incident Cards – Initial, any and all records prior to and including 2014
- Missing Person Files, any & all closed files. (Located)
- Parking Tickets (one year after fines paid), any and all records prior to and including 2015
- PFA (Protection From Abuse), any and all expired orders
- Property Returned (Found/Recovered) Not part of Criminal Case, any and all records prior to and including 2010
- Solicitation Permits (3 years after expiration), any and all records prior to and including 2013
- Temporary Detention Records, any and all records prior to and including 2014
- UCR Worksheets / Printouts, any and all records prior to and Including 2015
- Work Schedules, any and all records prior to and including 2014

DULY ADOPTED the 6th day of March, 2018, by the Board of Supervisors of the Township of West Hempfield, Lancaster County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF WEST HEMPFIELD
Lancaster County, Pennsylvania

Attest: Adm B. St
(Assistant) Secretary

By: David M. Dummer
(Vice) Chairman, Board of Supervisors

[TOWNSHIP SEAL]

