

**DUBLIN BOROUGH
RESOLUTION NO. 2024-08**

**A RESOLUTION DECLARING INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION
OF RECORDS AS SET FORTH BY RESOLUTION 2009-02.**

WHEREAS, by virtue of Resolution No. 2009-02, adopted on April 13, 2009, the Borough of Dublin declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on March 28, 2019, as amended; and

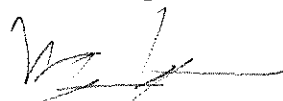
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED by Borough Council, Dublin Borough, Bucks County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

AL-1 Administrative and Subject Files 1980-2015
AL-8 Contract Files 1973-2011
AL-35 Public Meeting/Hearing Notices and Proof of Publication 2007-2013
AL-37 Activity Reports 2013-2019
AL-42 Sales and Use Tax Exemptions Certificates 2013-2019
AL-46 Right to Know Requests 2017-2021
FN-2 Accounts Payable Files and Ledgers 1996-2016
FN-3 Accounts Receivable Files and Ledgers 2001-2002
FN-4 Annual Audit and Financial Reports 2012
FN-9 Bank Statements and Reconciliations 2001-2014
FN-13 Deposit Slips 1999-2014
FN-23 Utility and Paid Service Receipts 2002-2014
FR-3 Daily Activity Records 1996-2014
PO-4 Citations 1993-1997
PO-6 Complaints/Incident Reports/Offense Reports/Initial Activity Reports 1970-1986, 2008-2019
PO-7 Court Orders 2017
PO-8 Criminal History/Investigatory Case Files 1992-2013 (Juvenile) 1980-2000 (Adult)
PO-10 Daily Activity Records 2000-2015
PO-18 Motor Vehicle Records 1965-2015
PO-20 Permits and Related Applications 2010-2013
TA-2 Certifications for Taxes Paid on Real Estate 2001
TA-3 Change of Address Records 2016-2020
TA-6 General and Special Tax Ledgers and Related Records 2010
TA-11 Real Estate Transfer Records 2012-2014
TA-13 Tax Collectors' Monthly Report to Taxing Districts 2009-2013
TA-15 Tax "Duplicates" (Real Estate and Non-Real Estate) 2009-2013

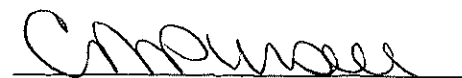
Adopted by the Dublin Borough Council, County of Bucks, the Commonwealth of Pennsylvania, this 9th day of September 2024.

Dublin Borough Council



Tim Hayes, President

Attest:



Colleen M. Pursell, Secretary