BOROUGH OF OAKMONT

RESOLUTION NO. 3 of 2025

A RESOLUTION OF THE BOROUGH OF OAKMONT, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, MAKING DISPOSITION OF CERTAIN RECORDS AND FOLLOWING THE SCHEDULES AND PROCEDURES FOR THE DISPOSITION OF RECORDS AS SET FORTH IN THE PENNSYLVANIA MUNICIPAL RECORDS MANUAL APPROVED ON JULY 16, 1993 AND IN ACCORDANCE WITH ACT 428 OF 1968.

WHEREAS, The Borough of Oakmont, Allegheny County, Pennsylvania declares its intent to follow the schedules and procedures for the disposition of records as set for in the Municipal Records Manual approved on December 16, 2008 and as amended July 23, 2009.

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the Borough Council of the Borough of Oakmont

NOW, THEREFORE BE IT RESOLVED AND ENACTED, that the Borough Council of the Borough of Oakmont, County of Allegheny, Pennsylvania, in accordance with the Municipal Records Manual, herby authorizes the disposition of the records, as attached as Exhibit "A".

ADOPTED AND ENACTED, this 18th day of **March 2025**.

ATTEST:
(SEAL)

BOROUGH OF OAKMONT
OAKMONT BOROUGH

Borough Manager/Secretary

By: President, Borough Council

EXAMINED AND APPROVED this 15th day of April, 2025.

ATTEST

Sophia Facaros, Borough Mayor

I, Scot E. Fodi, Borough Manager/Secretary of the Borough of Oakmont, do hereby certify that the foregoing is a true and correct copy of **Resolution No. R3 of 2025** adopted at the regular meeting of the Oakmont Borough Council, held on the _____ day of _____ 2025.

Scot E. Fodi,
Secretary/Manager

March 14, 2025

To: Oakmont Borough Council

From: Phyllis J. Anderson, Assistant Borough Manager

Re: Records Retention and Disposition Schedule

An inventory has been made of certain Borough records. This inventory indicates that the following records may be destroyed in 2025 in accordance with provisions enumerated in the *Retention and Disposition Schedule for Municipal Governments*, Records Manual:

For calendar year 2025

Exhibit "A"

Boxes and Documents to be Shredded.

2017 – Deposit Receipts: All Funds
2017 – Invoices General Funds A-R
2017 – Invoices General Funds S-Z
2017 – Invoices Library General Fund
2017 – Invoices Oakmont Boulevard Project
2017 – Invoices Kerr General Fund
2017 – Invoices Sewer Fund
2017 – Invoices Capital Funds Roads
2017 – Invoices Capital Funds Parks
2017 – Invoices Capital Funds Liquid Fuels
2017 – All Funds: Bank Reconciliation Files
2017 – Payroll Records: 01/2017 to 08/31/2017
2017 – Payroll Records: 09/2017 to 12/31/2017
2018 – Payroll Records: 01/2018 to 08/31/2018
2018 – Payroll Records: 09/2018 to 12/31/2018
2017 – All Funds: Purchase Orders
2018 – PAMS: Reconciliation Files
2018 – Tax Reports and Treasurer Reports
2017 – Incident reports
2017 – Budget

Total of 17 Office Shredding Boxes