

**CITY OF JEANNETTE  
WESTMORELAND COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 21 of 2022**

DECLARING THE INTENT OF THE CITY OF JEANNETTE TO DISPOSE OF CERTAIN MUNICIPAL RECORDS IN CONFORMITY WITH PRIOR CITY RESOLUTIONS AND THE MUNICIPAL RECORDS MANUAL.

WHEREAS, by virtue of the resolution passed this same date, the City of Jeannette declared its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved by the Local Government Records Committee on December 16, 2008, as amended on July 23, 2009, and 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, BE IT FURTHER RESOLVED that the City Council of the City of Jeannette, Westmoreland County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

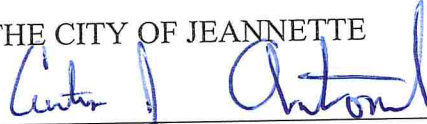
<b>Location</b>	Basement Filing Areas at Jeannette City Hall, 110 Second Street, Jeannette, Pennsylvania
<b>Department</b>	Department of Accounts and Finances
<b>Title(s) or Name(s)</b>	Payrolls timesheets; utility invoices and payments; account daily ledgers; payroll earning records; quarterly financial reports; paid bills and invoices and statements; Monthly garbage bill reports; monthly garbage bills; real estate tax book; bills paid reports; garbage bill receipts; paid invoices and bills. Balance Sheets; Payroll Monthly reports; Fire Department payroll reports; Accounts payable history report; Accounts receivable commercial garbage reports; Parking authority receivables; Copies of city, county, school tax bills; General fund and parking authority bank statements; Treasurer's monthly report; Payroll bank statements; Tax ledgers; Real estate assessments; General fund canceled checks; Payroll deduction registers; Liquid fuels invoices; Deed transfer reports; Recreation payroll earnings
<b>Date(s)</b>	1971-2017 (as shown on Exhibit A, attached hereto and incorporated herein)
<b>Description</b>	Various City financial, payroll, payment, invoice, and billing records and Recreation Commission documents and extra copies
<b>Classification</b>	PL-14 (3 years); FN-2 (7 years); PL-5 (7 years); FN-13 (7 years); PL-12 (4 years); FN-9 (7 years); FN-3 (7 years); TA-1 (2 years); AL-1 (as long as administratively valuable); FN-8 (7 years); TA 13 (7 years); TA 2 (2 years); TA-12 (2 years) PL-5 (4 years) TA-13 (7 years) TA-

	26 ( 21 years) TA-6 (7 years) PL-14 (3 years) PL-15 (4 years); AL-20 (7 years) TA-1 (2 years); TA-11(as long as administrative value)
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- See Exhibit A, attached hereto and incorporated herein.

**RESOLVED, ENACTED, AND ADOPTED** at a meeting of the City Council of the City of Jeannette held on the 11<sup>th</sup> day of August, 2022.

THE CITY OF JEANNETTE



Curtis J. Antoniak  
Mayor and President of Council

ATTEST:



Benjamin Walker  
City Clerk

PL-5 1999-2003 time sheets.  
 PL-5 2004 Time sheets  
 PL-5 2007 Time Sheets  
 FN-8 ~~FN-8~~ 2011-2012 Balance sheet  
 TA-13 2007-2008 TAX office Monthly Reports  
 TA-12 2005 TAX Bills  
 R-5 2012 Payroll monthly Report Jan, Feb, March.  
 FN-2 2008 A-Z ~~IN~~ Invoices & check vouchers  
 PL-5 2004-2005 Fire department payroll report.  
 PL 2001-2002 Time sheets  
 //FN-2// Accounts Payable History Report // 1993  
 1992  
 1991  
 PL-5 1991 & 1995 Payroll monthly Report  
 FN-3 2010-2011 Commercial Garbage // 2007 (2 items)  
 2014 // 2012  
 2010 // 2008  
 2009  
 1985  
 2015  
 FN-3 Parking Authority Receivables 1991-1997  
 //FN-3// Account Receipts // Feb, Oct, Dec, MDV. 2007  
 2006  
 TA-2 2015 Taxes Paid  
~~Check registers~~

TA-12 Tax Bills & Paid Receipts 2011

FN-2 A-2 Accounts Payable 2011

TA-1 City & County Prop. Tax Bills 2013

School Tax bills 2012

School Tax bills 2011

School Tax bills 2010

School Tax Bills 2003

~~City Council Meeting Minutes & Reports 1979~~

FN-2 Accounts Payable Invoices 1998

TA-1 City County Tax Bills 2010  
2009

FN-2 A-2 Invoices 2018  
2014  
2013  
2002-2007  
1994  
1981  
~~2002~~

FN-9 General Fund & Pleg Auth. 1995  
Bank statements

PL-5 Payroll Report (History) 2003-2007

FN-3 Accts Rec. 2007

FN-4 Annual Fin Reports 1985-1991

TA-13 Treasurer's Mo Reports 1989-1994

FN-9 Bank Stmt's 2006-08 Genfund  
Bank Stmt's 2003-10 Payroll

FN-12 Accts Payable 1995-98-99 Genfund

~~TA-6~~  
~~FN-11~~ Tax Ledger  
~~Check Register~~ → 2015

TA-26 Real estate Reassessments 1995

TA-1 School Tax bills 1994

TA-6 Ledger's for taxes  
1972 (2 items)  
1975 (2 items)  
1974 (2 items)  
1977 (2 items)  
1971 (2 items)  
1976 (3 items)  
1973

FN-10 General Fund checks 2006  
Cancelled

PL-14 Time Sheets 1973/1979/2008/1984  
1974/1982/1980/1988  
1985/1977/1985//

FN-2 Invoices L-W // 2000 // 2003  
// 2012 // 2002  
// 2016 // (2 items) 2005  
(1 item) 2007  
(2 items) 2006  
(2 item) 2004  
2015

PL-5 Pay roll deduction registers 2005

PL-15 Unemployment Tax Reports 2005

JA-5 Tax Exonerations 2004  
2003  
2005

FN-4 Financial Report ~~1994/1995/1997/1998/1999/2000/2001/2002~~  
1994-2002

AL-1 Council packets 1982  
Agenda / Letters / Correspondence

AL-20 Invoices Liquid Fuels 2000-2010

TA-13 Treasurer's Reports 2005-2011

School Taxes (per capita) 2002

2005 County & City  
Taxes

FN-3 Accounts Receivable  
- School 2008

A-L 20 1991-1999 Liquid Fuels

TA-1 2002 - Sch, Co, & City Tax Bills 2003

FN-9 Bank stmts 1996

TA-11 1995 Deed Transfer  
1993 " "  
1992 " "  
1994 " "  
1997  
1998  
1999  
2000  
2008  
2012

TA - 1

Property Taxes  
County & City

2003

2004

2005

PLS

2017 Recreation PR Earnings

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2018

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