

**RESOLUTION OF INDIAN LAKE BOROUGH,  
SOMERSET COUNTY, PENNSYLVANIA  
DISPOSITION RESOLUTION FOR DESTRUCTION  
OF SPECIFIC RECORDS**

**WHEREAS**, by virtue of Resolution No. 1996-7, adopted November 12, 1996, the Indian Lake Borough Council 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, 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** that the Council of Indian Lake Borough, Somerset County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following Borough public records:

Box 1 (10 x 15 1/2 x 12 1/2)

- 1988 - General Fund Checking Deposit Slips
- 1988 - Dinner Dance Bank Statements
- 1988 - Highway Aid Fund Bank Statements Plus Cancelled Checks
- 1988 - Dam Fund Bank Statements
- 1988 - General Fund Savings Account Bank Statements
- 1988 - General Fund Checking Bank Statements Plus Cancelled Checks
- December 1988 thru June 1990 - Check Stub Register Checks #8365-9564
- 1989 - Special Sewage Account Bank Statements Plus Cancelled Checks
- 1989 - Dinner Dance Bank Statements
- 1989 - Highway Aid Fund Bank Statements Plus Cancelled Checks
- 1989 - Dam Fund Bank Statements
- 1989 - General Fund Savings Account Bank Statements
- 1989 - General Fund Checking Bank Statements Plus Cancelled Checks
- 1989 - General Fund Checking Deposit Slips
- 1990 - Special Sewage Account Bank Statements Plus Cancelled Checks
- 1990 - Dinner Dance Bank Statements
- 1990 - Highway Aid Fund Bank Statements Plus Cancelled Checks
- 1990 - General Fund Savings Account Bank Statements
- 1990 - Dam Fund Bank Statements
- 1990 - General Fund Checking Bank Statements Plus Cancelled Checks
- 1990 - General Fund Checking Deposit Slips

Box 2 (10 x 15 1/2 x 12 1/2)

1968-1979 - Emergency Management Agency Correspondence  
1968-1980 - Election Appointments and Oaths of Office  
1969-1982 - Firemen's Relief Fund Correspondence  
1970-1979 - Certificate of Insurance Forms  
1971-1979 - Department of Community Affairs and Pension Plan Data Sheets  
(Police Pension Fund Report)  
1971-1980 - Monthly Earned Income Tax Reports from Tax Collector  
1971-1979 - Election Certificates and Oaths of Office  
1973-1980 - County Commissioner Correspondence  
1975-1981 - Gasoline Reimbursement Correspondence  
1976-1980 - Council of Governments Correspondence  
1977-1982 - Flood Plain Reports and Correspondence  
1980 - Proposals for Collector of Delinquent Earned Income Tax  
1980-1981 - Earned Income Tax Information  
1981 - Earned Income Tax Collector Payment Vouchers  
1981 - Department of General Services Correspondence  
1981-1982 - Department of Transportation Correspondence  
1982 - Agreements  
1982 - Cambria Tractor & Equipment Correspondence  
1982 - Council Correspondence  
1982 - Department of Community Affairs Correspondence  
1982 - Flood Plain Correspondence  
1982 - Census of Governments Correspondence  
1982 - Earned Income Tax Reports  
1982-1983 - Violation of Ordinances Notifications  
1983 - Boat License Correspondence  
1983 - Lake Patrol Expense Vouchers  
1983 - Borough Insurance Correspondence and Policies  
1983 - Dam Expense Vouchers  
1983 - Indian Lake Service Corporation Correspondence and Bills from the  
Borough  
1983 - Indian Lake Water Authority Monthly Bills  
1983 - Miscellaneous Correspondence  
1983 - W-2's Wage and Tax Statements and W-3  
1983 - Quarterly Returns of Withholding of Federal Income Tax  
1983 - Quarterly U/C Reports  
1983 - Social Security Reports and Correspondence  
1983 - Earned Income Tax Quarterly Tax Reports  
1983 - State Tax W/H Quarterly Tax Reports  
1983 - Pension Plan Data Sheet (Police Pension Fund Report)  
1983 - Petty Cash Records  
1983 - PSAB Correspondence  
1983 - Solicitor General Correspondence  
1983 - Tableland Correspondence  
1983 - Somerset Tax Claim Bureau - Delinquent Real Estate Tax Collection  
Reports

Box 3 (10 x 15 1/2 x 12 1/2)

1968-1979 - General Correspondence  
1973-1983 - Assessment Office Correspondence  
1983 - Department of Transportation Correspondence  
1983 - Earned Income Tax Collector Payment Vouchers  
1983 - Fire Protection Agreements  
1983 - Department of Environment Resource Correspondence  
1983 - Medical and Life Insurance Coverage Correspondence and Policies  
1983 - Change of Assessment Notices  
1983 - Borough Insurance Correspondence and Policies  
1983 - Department of Community Affairs Correspondence  
1983-1984 - Somerset Area 511 Tax Committee and Tax Bureau  
Correspondence  
1983-1984 - Somerset County Redevelopment Authority Correspondence  
1984 - Boat License Correspondence  
1984 - Lake Patrol Payment Vouchers  
1984 - Department of Transportation Correspondence  
1984 - Department of Community Affairs Correspondence  
1984 - Dinner Dance Correspondence  
1984 - Earned Income Tax Collector Payment Vouchers  
1984 - Earned Income Tax Withheld Quarterly Statements  
1984 - General Correspondence  
1984 - W-2's Wage and Tax Statements and W-3  
1984 - Quarterly Returns of Federal Income Tax Withheld  
1984 - Social Security Reports  
1984 - PSAB U/C Plan Quarterly Contribution Reports  
1984 - Unemployment Compensation Records (Form UC-2)  
1984 - PA Income Tax Withheld Quarterly Statements  
1984 - Indian Lake Water Authority Billing Statements from the Borough  
1984 - Indian Lake Service Corporation Billing Statements from the Borough  
1984 - General Dam Correspondence and Expenditure Vouchers  
1984 - PSAB Correspondence  
1984 - General Solicitor Correspondence  
1984 - Somerset Tax Claim Bureau (Delinquent Real Estate Tax Reports)  
1984 - Notice of Violation of Municipal Ordinances  
1984-1985 - Somerset Vo-Tech School Correspondence  
1985 - Somerset Tax Claim Bureau (Delinquent Real Estate Tax Reports)  
1985 - Vendor Correspondence  
1985 - Department of Community Affairs Correspondence  
1985 - Department of Transportation Correspondence  
1985 - Earned Income Tax Collector Payment Vouchers  
1985 - 1099's Miscellaneous Income  
1985 - Quarterly Returns of Withheld Federal Income Tax  
1985 - General Dam Correspondence  
1985 - W-2's Wage and Tax Statements and W-3  
1985 - Social Security Reports and Correspondence  
1985 - Commonwealth of Pennsylvania Annual Budget Report  
1985 - General Solicitor Correspondence  
1985 - Unemployment Compensation Records (Form UC-2)  
1985 - PSAB U/C Plan Quarterly Contribution Reports  
1985 - PA Income Tax Withheld Quarterly Statements  
1985 - Earned Income Tax Withheld Quarterly Statements  
1988 - Insurance Correspondence and Policies

Box 4 (10 x 15 1/2 x 12 1/2)

1967-1979 - Commonwealth of Pennsylvania Annual Budget Reports  
1968-1980 - Liquid Fuels Tax Reports and Treasurer's Bond Certification  
1972 - Borough General Fund Paid Bills  
1972-1985 - General Revenue Sharing Correspondence

Box 5 (10 x 15 1/2 x 12 1/2)

1966-1972 - W-2's Wage and Tax Statements and W-3  
1967-1975 - Quarterly Returns of Withheld Federal Income Tax  
1967-1982 - Social Security Reports  
1968-1977 - Lease Agreement for Borough Office  
1970-1971 - Social Security General Correspondence  
1971 - Accepted Road Paving and Deicing Salt Bids and Correspondence  
1971 - Insurance Correspondence and Policies  
1971-1979 - Liquor Control Board Correspondence  
1974-1976 - W-2's Wage and Tax Statements and W-3  
1974-1981 - Insurance Policies, General Correspondence and Paid Bills  
1975 - Lake Patrol Time Sheets, Payment Vouchers and General  
Correspondence  
1975-1976 - W-4 Forms  
1975-1986 - Pennsylvania Department of Transportation General  
Correspondence  
1976-1985 - Accepted Road Paving Bids, Stone Bids, Paid Bills and General  
Correspondence  
1977-1981 - Unemployment Compensation Records (Form UC-2)  
1977-1982 - Quarterly Returns of Withheld Federal Income Tax  
1978-1981 - W-2's Wage and Tax Statements and W-3  
1979-1980 - CETA Street Sign Project Correspondence and Paid Bills  
1979-1980 - Check Register and Deposit Receipts for Highway Aid Fund  
Checking  
1979-1980 - Social Security General Correspondence  
1980-1981 - Petty Cash Records  
1980-1981 - Miscellaneous Correspondence  
1980-1981 - Quarterly Statements of State Taxes Withheld  
1980-1988 - Road Complaints  
1981 - PSAB Investment Trust General Correspondence  
1981 - PSAB U/C Quarterly Reports  
1982 - General Correspondence and Awarded Bid Contracts for Project  
#780019, Which was Cancelled  
1985 - Liquid Fuels Reports

Box 6 (10 x 15 1/2 x 12 1/2)

1971-1981 - Building Permit Reports to the Somerset County Assessors Office  
1972-1981 - Service Corporation Correspondence and Bills from the Borough  
1973-1981 - General Telephone Correspondence  
1974 - Indian Lake Development and Management Correspondence  
July 5, 1975 thru Jan. 17, 1976 - Cash Receipt Book  
Apr. 20, 1976 thru Apr. 22, 1978 - Building Permit Application Receipt Books  
July 10, 1978 thru Feb. 19, 1980 - Building Permit Application Receipt Books  
July 20, 1978 thru Apr. 25, 1989 - Sewage Permit Application Receipt Books  
1980 - Borough Insurance Bids  
1980 - Commonwealth of Pennsylvania Annual Budget Report  
1981-1986 - Tree Cutting Permits  
Sept. 12, 1981 thru June 30, 1989 - Building Permit Application Receipt Books  
Nov. 22, 1983 thru Sept. 1, 1987 - Sign Permit Receipt Books  
1983-1985 - Council General Correspondence  
1983-1988 - Workmen's Compensation Claims  
1984 - Borough Insurance Policies, General Correspondence and Paid Bills  
1984-1987 - Workmen's Compensation Insurance Policies  
1985 - Indian Lake Water Authority Billing Statements from the Borough  
1985 - Indian Lake Service Corporation Billing Statements from the Borough  
and Miscellaneous Correspondence  
1985 - Miscellaneous Correspondence  
1985 - Commonwealth of Pennsylvania Annual Budget Report  
1985 - Time Cards  
1985-1986 - Complaints and Notification of Hazards and Violation Notices of  
Municipal Ordinances  
1987 - Tax Duplicate  
1991 - Dinner Dance Bank Statements  
1991-1992 - General Fund Checking Deposit Slips  
1991-1993 - Dam Savings Bank Statements  
1991-1993 - Highway Aid Checking and Savings Bank Statements  
1991-1993 - Special Sewage Account Checking Bank Statements  
1991-1993 - General Fund Savings Bank Statements  
1991-1993 - General Fund Checking Bank Statements

Box 7 (12 x 10 1/4 x 24)

1967-1991 - Building Permits, Encroachment Permits and Reports of Building  
or Zoning Permits Issued  
1987-1991 - Tree Cutting Permits

Box 8 (12 x 10 1/4 x 24)

1974 - Indian Lake Borough Boat Registration Applications  
1979-1987 - Indian Lake Borough Vehicle Decal Applications  
1982-1984 - Gypsy Moth Spraying Program Correspondence  
1985-1987 - Boat License Information and Fee Schedules  
1986 - Boat License Correspondence  
1986-1989 - Notice of Intent to File Boat Violation Complaints  
1987-1988 - Lake Patrol Time Sheets, Payment Vouchers and General  
Correspondence  
1988-1991 - Boat License Information, Fee Schedules and Lake Patrol  
Schedules  
1988 - Boat License Applications  
1989-1991 - General Boat License Applications  
1990 - Gypsy Moth Spraying Program Correspondence  
1991 - Renters Boat License Applications

Box 9 (10 x 15 1/2 x 12 1/2)

1967-1983 - Proof of Publications  
1981-1984 - Commonwealth of Pennsylvania Annual Budget Reports  
1981-1987 - Building Permit Reports to the Somerset County Assessors Office  
1982-1983 - Miscellaneous Council Correspondence  
1984-1986 - Employee Medical & Life Insurance Policies and Correspondence  
1985-1986 - Borough Insurance Policies and Correspondence  
1985-1986 - Department of Environmental Resources Miscellaneous  
Correspondence  
1986 - Commonwealth of Pennsylvania Annual Budget Report  
1986 - Insurance Bid Proposals and Correspondence  
1986 - Borough Manager Miscellaneous Correspondence  
1986 - Department of Community Affairs Correspondence  
1986 - Department of Transportation Miscellaneous Correspondence  
1986 - Earned Income Tax Collector Reports  
1986 - Local Fine Reports from the District Justice Office  
1986 - Fire Department Correspondence  
1986 - Indian Lake Service Corporation Billing Statements from the Borough  
and Miscellaneous Correspondence  
1986 - Quarterly Statements of Earned Income Tax Withheld  
1986 - W-2's Wage and Tax Statements and W-3  
1986 - Quarterly Returns of Withheld Federal Income Tax  
1986 - Social Security Reports  
1986 - Quarterly Statements of State Tax Withheld  
1986 - Unemployment Compensation Records (Form UC-2)  
1986 - PSAB Unemployment Compensation Quarterly Contribution Reports  
1986-1987 - Miscellaneous Correspondence  
1986-1987 - Vendor Correspondence  
1986-1987 - Indian Lake Water Authority Billing Statements from the Borough  
and Miscellaneous Correspondence  
1987 - Tableland Summer Youth Program Correspondence  
1987 - Time Cards

Box 10 (11 x 17 x 9)

1979-1985 - Dog Fines and Citations

1984-1985 - Paid Bills

1984-1986 - Tableland Correspondence and Summer Youth Employment Time  
Card Sheets

1985-1988 - State Ethics Forms

1986 - Time Cards

1986-1987 - Somerset Tax Claim Bureau - Delinquent Real Estate Tax  
Collection Reports

1986-1987 - Solicitor Miscellaneous Correspondence

1986-1987 - Council Miscellaneous Correspondence

1987 - W-2's Wage and Tax Statements and W-3

1987 - Quarterly Returns of Withheld Federal Income Tax

1987 - PSAB Unemployment Compensation Quarterly Contribution Reports

1987 - Unemployment Compensation Records (Form UC-2)

1987 - Quarterly Statements of State Tax Withheld

1987 - Quarterly Statements of Earned Income Tax Withheld

1987 - Social Security Reports

1987 - Indian Lake Service Corporation Billing Statements from the Borough  
and Miscellaneous Correspondence

1987 - Borough Insurance Policies and Correspondence

1987 - Certificate of Insurance (Outside Contractors)

1987 - Borough Manager Miscellaneous Correspondence

1987 - Department of Community Affairs Correspondence

1987 - Department of Environmental Resources Correspondence

1987 - Department of Transportation Correspondence

1987 - Earned Income Tax Collector Reports

1987 - Employee Medical & Life Insurance Policies and Correspondence

1987 - Commonwealth of Pennsylvania Annual Budget Report

Box 11 (12 1/2 x 24 x 10 1/4)

1986-1989 - Paid Bills

1987 - Survey of Financial Condition Submitted to the Department of  
Community Affairs

1988 - Borough Insurance Policies and Correspondence

1988 - Commonwealth of Pennsylvania Annual Budget Report

1988 - Building Permit Reports to the Somerset County Assessors Office

1988 - Department of Environmental Resources Miscellaneous Correspondence

1988 - Miscellaneous Council Correspondence

1988 - Department of Transportation Miscellaneous Correspondence

1988 - Environmental Protection Agency Miscellaneous Correspondence

1988 - Quarterly Statements of State Tax Withheld

1988 - Miscellaneous Correspondence

1988 - Indian Lake Service Corporation Billing Statements from the Borough  
and Miscellaneous Correspondence

1988 - Medical and Life Insurance Coverage Correspondence and Policies

1988 - Quarterly Returns of Withheld Federal Income Tax

1988 - Social Security Reports

1988 - W-2's Wage and Tax Statements and W-3

1988 - Petty Cash Slips

1988 - PSAB Miscellaneous Correspondence

1988 - Wage/Salary and Benefits Survey

1988 - PSAB Unemployment Compensation Quarterly Contribution Reports

1988 - Unemployment Compensation Records (Form UC-2)

1988 - Quarterly Statements of Earned Income Tax Withheld

1988 - Earned Income Tax Collector Reports

1988 - Somerset Tax Claim Bureau - Delinquent Real Estate Tax Collection  
Reports

1988 - Solicitor Miscellaneous Correspondence



Box 12 (12 1/2 x 24 x 10 1/4)

1988 - Time Cards

1988 - Survey of Financial Condition Submitted to the Department of  
Community Affairs

1988 - Tableland Summer Youth Program Correspondence

1989 - Borough Insurance Policies and Correspondence

1989 - Commonwealth of Pennsylvania Annual Budget Report

1989 - Building Permit Reports to the Somerset County Assessors Office

1989 - Miscellaneous Correspondence

1989 - Miscellaneous Council Correspondence

1989 - Department of Environmental Resources Miscellaneous Correspondence

1989 - Department of Transportation Miscellaneous Correspondence

1989 - Annual Report of Floodplain Management Activities

1989 - Department of Community Affairs Miscellaneous Correspondence

1989 - Municipal Needs Survey

1989 - Medical and Life Insurance Coverage Correspondence and Policies

1989 - W-2's Wage and Tax Statements and W-3

1989 - Quarterly Returns of Withheld Federal Income Tax

1989 - Social Security Reports

1989 - Indian Lake Service Corporation Billing Statements from the Borough  
and Miscellaneous Correspondence

1989 - Indian Lake Water Authority Billing Statements from the Borough

1989 - Borough Insurance Policies and Correspondence

1989 - PSAB Unemployment Compensation Quarterly Contribution Reports

1989 - Unemployment Compensation Records (Form UC-2)

1989 - Quarterly Statements of Earned Income Tax Withheld

1989 - Quarterly Statements of State Tax Withheld

1989 - Police Car Bid Information

1989 - Earned Income Tax Collector Reports

1989 - PSAB Miscellaneous Correspondence

1989 - Vacation and Sick Leave Attendance Records

1989 - Somerset Tax Claim Bureau - Delinquent Real Estate Tax Collection  
Reports

1989 - Sewer Plant Billing Statements from the Borough and Miscellaneous  
Correspondence

1989 - Solicitor Miscellaneous Correspondence

1989 - Tax Reform Correspondence

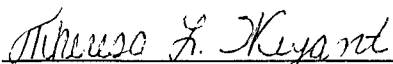
1989 - Lake Patrol Time Sheets and Payment Vouchers

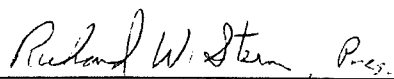
1989 - Time Cards

ADOPTED this 11th day of November, 1997.

ATTEST:

**BOROUGH OF INDIAN LAKE**

  
\_\_\_\_\_  
Theresa L. Weyant, Borough Secretary

  
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Richard W. Stern, Council President