

SILVER SPRING TOWNSHIP
Cumberland County, Pennsylvania

RESOLUTION 2020-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF SILVER SPRING
TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, DECLARING THE
DISPOSITION OF CERTAIN TOWNSHIP RECORDS IN ACCORDANCE WITH THE
SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH
IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008**

WHEREAS, a Municipal Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and,

WHEREAS, the Municipal Records Manual was approved by said Committee on December 16, 2008; and,

WHEREAS, the Township of Silver Spring desires to dispose of records according to statutory requirements; and

WHEREAS, the Township pursuant to Resolution 2014-09, resolved that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual that was approved on December 16, 2008, as thereafter amended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Silver Spring Township, Cumberland County, Pennsylvania, that the following records be disposed in accordance with the schedules and procedures for disposition of records as set forth in the Municipal Records Manual that was approved on December 16, 2008, as thereafter amended:

1. Building Permit and Application records under sections PZ-2 and PZ-3 of the Municipal Records Manual relating to non-commercial buildings and structures ("Residential Building Records") from the year 2016 through the date of this Resolution, which are non-permanent records with a retention period less than ten years, shall be converted to PDF electronic format.
2. From the date of this Resolution until further amended by resolution of this Board, all future Residential Building Records shall be retained only in PDF electronic format.
3. Upon confirmation of compliant conversion of the Residential Building Records to PDF format as authorized above, the paper originals of the Residential Building Records shall be disposed of in accordance with the Municipal Records Manual.

DULY RESOLVED by the Board of Supervisors of Silver Spring Township, Cumberland County, Pennsylvania this 26th day of February 2020.

ATTEST:

BOARD OF SUPERVISORS



Theresa Eberly, Secretary



Carl R. Machamer, Chairman

SEAL