

RESOLUTION NO. 79 2013

WHEREAS, by virtue of Resolution 120-2006, adopted December 11, 2006, the City of Reading 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;

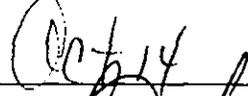
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW THEREFORE, THE COUNCIL OF THE CITY OF READING DOES HEREBY RESOLVE AS FOLLOWS:

In accordance with City of Reading Records Retention Policy and Document Retention Schedule, hereby authorizes the disposition of the following public records:

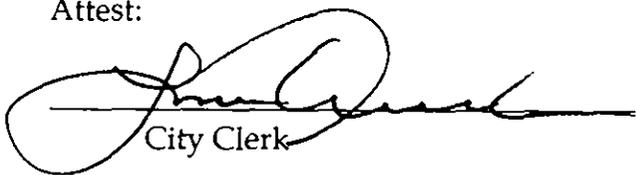
Citizens Service Center

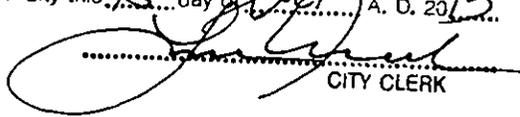
- 1994 to September 2006 Accounts Payable Invoices
- 1995 through and including 2001 Individual Return Forms with Credits
- 1997 through and including 2002 Individual Return Forms with Refunds
- 1998, 1999, 2000 Cancelled Tax Refund Checks
- 2000, 2003, 2004 Interims
- 2002 Property Exemptions and Abatements
- 2002, 2003 Occupation Privilege Tax Exemption Certificates
- 2002 through and including 2009 Earned Income Tax Detail from Berks Earned Income Tax
- 2003, 2004 2005 Assessment Changes
- 2003 Purchase Orders
- 2003, 2005, 2008 Occupation Privilege/Emergency Municipal Services/Local Services/Tax Detail
- 2004 Earned Income Tax Apportionment Detail
- 2005 Treasury Bill Receipts
- 2005 Employer W2 Forms
- 2005 Individual Return Forms
- 2005 Earned Income Tax Claims from Other Districts
- 2005 Employer Earned Income Tax Detail Lists
- 2005 Check Requests
- All Business Privilege Tax Applications and Files for Accounts Out of Business Prior to September 2006

Adopted by Council , 2013


President of Council

Attest:


City Clerk

I, LINDA A. KELLEHER, City Clerk of the City of Reading, Pa., do hereby certify, that the foregoing is a true and correct copy of the original Resolution passed by the Council of the City of Reading, on the 14 day of Oct A. D. 20 13. Witness my hand and seal of the said City this 15 day of Oct A. D. 20 13.

CITY CLERK