

RETURNING BOROUGH PROPERTY
FOR BOROUGH OFFICIALS

When an elected official takes office the borough secretary or manager may distribute various books, devices, badges etc. that belong to the borough and not the person. When the official's term expires or the official resigns then these items must be returned to the borough preferably in good condition. If the official is using his own device or if he purchased his own copy of the Borough Code he does not return it. Below is a checklist of the most common items that must be turned in. If keys are not returned or if one is missing, then the new council should install new locks or if there is a security code, then that combination should be changed as well.

1. Copy of the Borough Code
2. Computer Laptop or Tablet
3. Cell phones
4. Pagers
5. Keys
6. Photo ID's
7. Council Notebook
8. If provided, notebook of the borough's ordinances.
9. File cabinets
10. Confidential papers, files plans