

RESOLUTION NO. 916

A RESOLUTION AUTHORIZING THE DISPOSITION OF MUNICIPAL RECORDS IN ACCORDANCE WITH THE HISTORICAL AND MUSEUM COMMISSION ACT 428 OF 1968.

WHEREAS, the Board of Commissioners of Penn Township, York County, Pennsylvania declares its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993.

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968, and empowered thereby to make rules and regulations for records and disposition. The Municipal Records Manual was approved by said Committee on July 16, 1993; and

NOW, THEREFORE, BE IT RESOLVED, it is the desire of the Penn Township Board of Commissioners to retain records of the Township so long as it is necessary to do so without unduly burdening the Township storage facilities with non-essential records.

BE IT FURTHER RESOLVED, that Penn Township, York County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

1993 to 2006	Amusement Tax Records and related files
1993 to 2006	Mullertown Water District Tax Records and related files
1993 to 2006	Warrants
1993 to 2006	Tax Collectors Return Sheets (Uncollected Real Estate Tax)
1993 to 2006	Balance Sheets (Account Balance Reports)
1993 to 2006	Delinquent Tax Collection Records (Non-Real Estate Taxes Turned Over)
1993 to 2006	Exoneration Certificates Issued to Tax Collector
1993 to 2006	Enumeration Reports and Correspondence
1993 to 2006	Account Distribution Summaries (Treasurer's Reports)
1993 to 2006	Refund and Exoneration Files Issued By Tax Collector
1990 to 2007	Prescription Reimbursements

RESOLVED AND ENACTED this 17th day of September, 2018.

Board of Commissioners of Penn Township

By: Raymond M. Van de Castle
Raymond M. Van de Castle, President

Attest: Wendell S. Felix
Wendell S. Felix, Assistant Township Secretary