

RESOLUTION NO. 662

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.

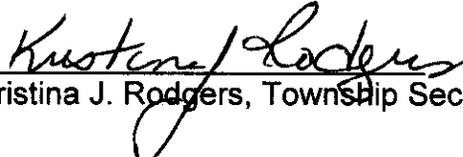
BE IT FURTHER RESOLVED, that Penn Township, York County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Investment Reports	1994-1999
Per Capita/Real Estate Tax Bills	1994-2000
Mortgage Co. Requests/Payments	1995-2000
Budgetary Accounting Reports	1994-1996
Bank Statements, Checks	1995-1996
Receipts, Invoices, Deposit Slips	1993-1997
Warrants	1989-1996
Yard Sale Permits	1998
Personnel Time Sheets (Sewer)	1992-1995
Sewer Billing Journals, Meter Readings	1988-1996
Sewer Bills, Stubs	1991, 1996-1997

RESOLVED AND ENACTED this 21<sup>st</sup> day of May 2007.

Board of Commissioners of Penn Township

By:   
Joseph A. Klunk, President

Attest:   
Kristina J. Rodgers, Township Secretary