

RESOLUTION NO. 743

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.

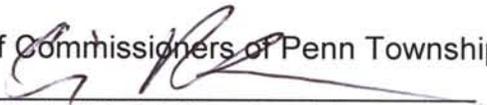
WHEREAS, a Local Government Records Committee was created by Act 428 of 1968, and empowered thereby to make rules and regulations for records and disposition. The Municipal Records Manual was approved by said Committee on July 16, 1993; and

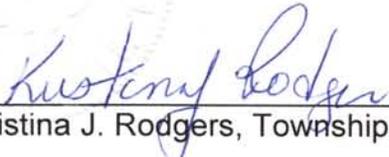
NOW, THEREFORE, BE IT RESOLVED, it is the desire of the Penn Township Board of Commissioners to retain records of the Township so long as it is necessary to do so without unduly burdening the Township storage facilities with non-essential records.

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:

Applications for Township Committees	1989-2008
PADOT State Police Fines/Penalties	1988-1999
YC Mun. Waste Adv. Comm. Correspondence/Minutes	1993-1998
Rental Unit Report Forms	1993-1999
Employee Event Forms	1994-1999
District Magistrate Complaints	1993-1999
Miscellaneous Correspondences	1982-1999
Sewer Billing Finals	1993-1997
Invoices, Checks, PO's Receipts, Bank Statements	1997-2002
Assessor's Reports	1990-1992
Investment worksheets	1988-1997
Group Insurance Invoices	1997
Complaint Forms	1996-1998
Yard Sale Permits	2001
Building Permit Inquiry Forms	2001
Budgetary, Vendor, Check Registry	1997-1998
Warrants	1997-1998
PC/OC Tax exoneration requests	1997-1998
Sewer Billing Journals, Stubs	1998-2000
Payroll Checks	1997-1999

RESOLVED AND ENACTED this 20<sup>th</sup> day of September 2010.

Board of Commissioners of Penn Township  
By:   
Craig M. Prieber, President

Attest:   
Kristina J. Rodgers, Township Secretary