

**MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2014-05

**RESOLUTION OF THE BOARD OF SUPERVISORS OF MONROE TOWNSHIP,
CUMBERLAND COUNTY, PENNSYLVANIA, FOR THE DISPOSITION OF SPECIFIC
MUNICIPAL RECORDS.**

WHEREAS, by virtue of Resolution No. 94-1, adopted February 10, 1994, Monroe Township 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, be it resolved by the Board of Supervisors of Monroe Township of Cumberland County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Applications for employment (not hired)	2011
Time Cards	2010
Deposit Slips	2010
Tax Bills (Paid)	2010
Pay Period Reports	2009
Burning Permits	2010
Tax Duplicates (maroon book)	2006
Bank Statement & Reconciliations	2010
Ethics Financial Interest	2008
Insurance Policies (providing all claims settled)	2007
Public Hearing Notices & Proof of Publication	2003
Employee W-2's	2008
Real Estate Transfer Records	2008
Daily Cash Records (Ledger sheets)	2008
Mobile Home Removal Permit	2010
CDL Accident Reports	2012
CDL - Negative Drug and Alcohol Records	2012
PA One Calls	2010
Check Registers	2006
Roadmaster Reports	2008
Sewer Receipt Stubs	2006
Sewer Bill Duplicates	2006 & prior years
Paid Bills/Invoices (excluding major purchases)	2006 & prior years
Quarterly Tax Reports	2006 & prior years

Resolved this 6th day of January 2014.

ATTEST:

MONROE TOWNSHIP
BOARD OF SUPERVISORS

Chairman

Vice Chairman

Supervisor