

**MONROE TOWNSHIP  
CUMBERLAND COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2012-05**

**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)	2009	
Time Cards		
	2008	
Deposit Slips		
	2008	
Tax Bills (Paid)		
	2008	
Pay Period Reports		
	2007	
Burning Permits		
	2008	
Tax Duplicates (maroon book)		2004
Bank Statement & Reconciliations		2008
Ethics Financial Interest		2006
Insurance Policies (providing all claims settled)	2005	
Public Hearing Notices & Proof of Publication	2001	
Canceled Checks		
	2004	
Employee W-2's		
	2006	
Real Estate Transfer Records		2006
Daily Cash Records		
	2006	
Mobile Home Removal Permit		2008
CDL Accident Reports		2010
CDL - Negative Drug and Alcohol Records	2010	
PA One Calls		
	2008	

Resolved this 3<sup>rd</sup> day of January 2012.

ATTEST:

MONROE TOWNSHIP  
BOARD OF SUPERVISORS

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Marjorie E. Metzger

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Samuel M. Simmons, III

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A.W. Castle, III

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Philip F. Kehoe