

**MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2015-05

**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)	2012
Time Cards	2011
Deposit Slips	2011
Tax Bills (Paid)	2011
Pay Period Reports	2010
Burning Permits	2011
Tax Duplicates (maroon book)	2007
Bank Statement & Reconciliations	2011
Ethics Financial Interest	2009
Insurance Policies (providing all claims settled)	2008
Public Hearing Notices & Proof of Publication	2004
Employee W-2's	2009
Real Estate Transfer Records	2009
Daily Cash Records (Ledger sheets)	2009
Mobile Home Removal Permit	2011
CDL Accident Reports	2013
CDL - Negative Drug and Alcohol Records	2013
PA One Calls	2011
Check Registers	2007
Roadmaster Reports	2009
Sewer Receipt Stubs	2007
Sewer Bill Duplicates	2007
Paid Bills/Invoices (excluding major purchases)	2007
Quarterly Tax Reports	2007

Resolved this 5th day of January 2015.

ATTEST:

Maigine E. Metzger

(Seal)

MONROE TOWNSHIP
BOARD OF SUPERVISORS

[Signature]

Chairman

[Signature]

Vice Chairman

[Signature]

Supervisor

CERTIFICATE

I, the undersigned, Administrative Assistant of the Township of Monroe, Cumberland County, Pennsylvania (the "Township"), certify that the foregoing is a true and correct copy of a Resolution of the Board of Supervisors of the Township (the "Board"), which duly was enacted by affirmative vote of a majority of the members of the Board at a meeting held on January 5, 2015; said Resolution duly has been recorded in the Resolution Book of the Township; said Resolution duly has been published as required by law; and said Resolution remains in effect, unaltered and unamended, as of the date of this Certificate.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 5th day of January, 2015.



Administrative Assistant

(SEAL)