

**MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2019-05

**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;

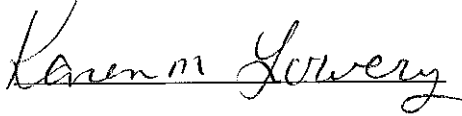
NOW, THEREFORE, be it resolved by the Board of Supervisors of Monroe Township of Cumberland County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Applications for employment (not hired)	2016
Time Cards	2015
Deposit Slips	2015
Tax Bills (Paid)	2015
Pay Period Reports	2014
Burning Permits	2015
Tax Duplicates (maroon book)	2011
Bank Statement & Reconciliations	2015
Ethics Financial Interest	2013
Insurance Policies (providing all claims settled)	2012
Public Hearing Notices & Proof of Publication	2008
Employee W-2's	2013
Real Estate Transfer Records	2013
Daily Cash Records (Ledger sheets)	2013
Mobile Home Removal Permit	2015
CDL Accident Reports	2017
CDL - Negative Drug and Alcohol Records	2017
PA One Calls	2015
Check Registers	2011
Roadmaster Reports	2013
Sewer Receipt Stubs	2011
Sewer Bill Duplicates	2011
Paid Bills/Invoices (excluding major purchases)	2011
Quarterly Tax Reports	2011
Sewer Billing – Accounts Receivable	2011

Oath of Office	2012
Right to Know Requests	2013
Monthly Financial Reports (keep yearend report)	2011
Employee Medical/Dental Reimbursement	2013

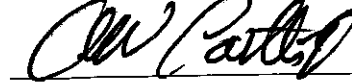
RESOLVED this 7th day of January 2019.

ATTEST:



(Seal)

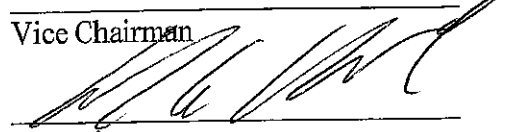
MONROE TOWNSHIP
BOARD OF SUPERVISORS



Chairman



Vice Chairman

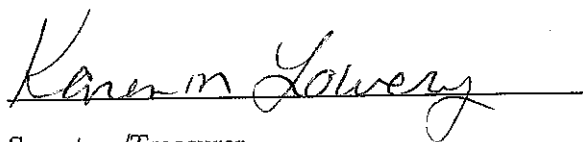


Supervisor

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 7, 2019; 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 7th day of January, 2019.


Secretary/Treasurer

(SEAL)