

**MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2020-05

**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)	2017
Time Cards	2016
Deposit Slips	2016
Tax Bills (Paid)	2016
Pay Period Reports	2015
Burning Permits	2016
Tax Duplicates (maroon book)	2012
Bank Statement & Reconciliations	2016
Ethics Financial Interest	2014
Insurance Policies (providing all claims settled)	2013
Public Hearing Notices & Proof of Publication	2009
Employee W-2's	2014
Real Estate Transfer Records	2014
Daily Cash Records (Ledger sheets)	2014
Mobile Home Removal Permit	2016
CDL Accident Reports	2018
CDL - Negative Drug and Alcohol Records	2018
PA One Calls	2016
Check Registers	2012
Roadmaster Reports	2014
Sewer Receipt Stubs	2012
Sewer Bill Duplicates	2012
Paid Bills/Invoices (excluding major purchases)	2012
Quarterly Tax Reports	2012
Sewer Billing – Accounts Receivable	2012

Oath of Office	2013
Right to Know Requests	2014
Monthly Financial Reports (keep yearend report)	2012
Employee Medical/Dental Reimbursement	2014
Audit Preparation Documents	2014 and prior
Occupational Tax Lists	2012 and prior
Right to Know Requests	2006 and prior
Recycling Program Reports	2006 and prior
Salt Purchasing Contracts	2013 and prior
Humane Society Service Contracts	2013 and prior

RESOLVED this 6th day of January 2020.

ATTEST:

Karen M. Gossery

(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 6, 2020; 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 6th day of January, 2020.


Secretary/Treasurer

(SEAL)