

**MONROE TOWNSHIP  
CUMBERLAND COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2018-05**

**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)	2015
Time Cards	2014
Deposit Slips	2014
Tax Bills (Paid)	2014
Pay Period Reports	2013
Burning Permits	2014
Tax Duplicates (maroon book)	2010
Bank Statement & Reconciliations	2014
Ethics Financial Interest	2012
Insurance Policies (providing all claims settled)	2011
Public Hearing Notices & Proof of Publication	2007
Employee W-2's	2012
Real Estate Transfer Records	2012
Daily Cash Records (Ledger sheets)	2012
Mobile Home Removal Permit	2014
CDL Accident Reports	2016
CDL - Negative Drug and Alcohol Records	2016
PA One Calls	2014
Check Registers	2010
Roadmaster Reports	2012
Sewer Receipt Stubs	2010
Sewer Bill Duplicates	2010
Paid Bills/Invoices (excluding major purchases)	2010
Quarterly Tax Reports	2010
Sewer Billing – Accounts Receivable	1995-2010

RESOLVED this 2<sup>nd</sup> day of January 2018.

ATTEST:

Karen M Lowery

(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 2, 2018; 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 2<sup>nd</sup> day of January, 2018.

A handwritten signature in blue ink, reading "Karen M. Lowery", is written over a horizontal line.

Secretary/Treasurer

(SEAL)