

**MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2017-05

**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)	2014
Time Cards	2013
Deposit Slips	2013
Tax Bills (Paid)	2013
Pay Period Reports	2012
Burning Permits	2013
Tax Duplicates (maroon book)	2009
Bank Statement & Reconciliations	2013
Ethics Financial Interest	2011
Insurance Policies (providing all claims settled)	2010
Public Hearing Notices & Proof of Publication	2006
Employee W-2's	2011
Real Estate Transfer Records	2011
Daily Cash Records (Ledger sheets)	2011
Mobile Home Removal Permit	2013
CDL Accident Reports	2015
CDL - Negative Drug and Alcohol Records	2015
PA One Calls	2013
Check Registers	2009
Roadmaster Reports	2011
Sewer Receipt Stubs	2009
Sewer Bill Duplicates	2009
Paid Bills/Invoices (excluding major purchases)	2009
Quarterly Tax Reports	2009

RESOLVED this 3rd day of January 2017.

ATTEST:



(Seal)

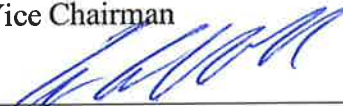
MONROE TOWNSHIP
BOARD OF SUPERVISORS



Chairman



Vice Chairman



Supervisor

CERTIFICATE

I, the undersigned, Secretary 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 3, 2017; said Resolution duly has been recorded in the Resolution Book of the Township; 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 3rd day of January, 2017.


Secretary/Treasurer

SEAL