

**MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2010-02

**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)	2007
Time Cards	2006
Deposit Slips	2006
Tax Bills (Paid)	2006
Pay Period Reports	2005
Burning Permits	2006
Tax Duplicates (maroon book)	2002
Bank Statement & Reconciliations	2006
Ethics Financial Interest	2004
Insurance Policies (providing all claims settled)	2003
Public Hearing Notices & Proof of Publication	1999
Canceled Checks	2002
Employee W-2's	2004
Real Estate Transfer Records	2004
Daily Cash Records	2004
Mobile Home Removal Permit	2006
CDL Accident Reports	2008
CDL - Negative Drug and Alcohol Records	2008
PA One Calls	2006

Resolved this 4th day of January 2010.

ATTEST:

MONROE TOWNSHIP
BOARD OF SUPERVISORS

Marjorie E. Metzger

Sen. S. ...
John P. Dwyer, Jr.
Cliff ...