

**MONROE TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2016-05

**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)	2013
Time Cards	2012
Deposit Slips	2012
Tax Bills (Paid)	2012
Pay Period Reports	2011
Burning Permits	2012
Tax Duplicates (maroon book)	2008
Bank Statement & Reconciliations	2012
Ethics Financial Interest	2010
Insurance Policies (providing all claims settled)	2009
Public Hearing Notices & Proof of Publication	2005
Employee W-2's	2010
Real Estate Transfer Records	2010
Daily Cash Records (Ledger sheets)	2010
Mobile Home Removal Permit	2012
CDL Accident Reports	2014
CDL - Negative Drug and Alcohol Records	2014
PA One Calls	2012
Check Registers	2008
Roadmaster Reports	2010
Sewer Receipt Stubs	2008
Sewer Bill Duplicates	2008
Paid Bills/Invoices (excluding major purchases)	2008
Quarterly Tax Reports	2008

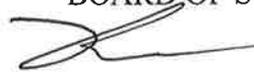
Resolved this 4th day of January 2016.

ATTEST:



(Seal)

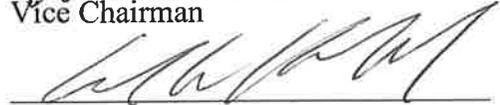
MONROE TOWNSHIP
BOARD OF SUPERVISORS



Chairman



Vice Chairman

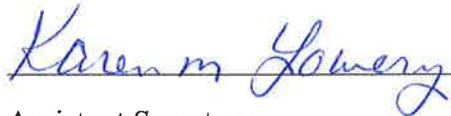


Supervisor

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 4, 2016; 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 4th day of January, 2016.


Assistant Secretary

(SEAL)