

RESOLUTION 2013-05

RESOLVED BY THE BOARD OF SUPERVISORS, DELAWARE TOWNSHIP, PIKE COUNTY, PENNSYLVANIA, THAT,

WHEREAS, by virtue of Resolution No. 05, adopted July 24, 2013, Delaware Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, 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 Delaware Township, Pike County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records on July 24, 2013:

<u>RECORD</u>	<u>DESTRUCTION DATE</u>
2005 PIRMA Insurance Agreement	6 yrs. 2011
2001-2010 Real Estate Transfer Taxes	No Admin Value
1992 Re Tax Distribution	2 yrs. 1995
1998-2010 RE Tax Distribution	2 yrs. 2012
1991 Payroll Records	7 yrs. 1998
1994-1996 Payroll Records	7 yrs. 2003
1998-2000 Payroll Records	7 yrs. 2007
2004 Payroll Records	7 yrs. 2011
2005 Payroll and Deposits	7 yrs. 2012
1994-1996 General Funds/General Ledger	7 yrs. 2003
1998-2000 General Funds/General Ledger	7 yrs. 2007
1990-1995 General Ledgers	7 yrs. 2002
1987-2009 Annual Audit Backup Notes	3 yrs. 2012
1989-2001 P & L Statements (in audit reports)	No Admin Value
1987-1991 Monthly Treasurer's Reports	3 yrs. 1994
1998 Permit Bond, B&G Logging Exp. 1998	6 yrs. 2004
1986-Currant Duplicate BOS Minutes (scanned)	No Admin Value
1993-2001 Resumes – Not Hired	No Admin Value
2003-2008 Road, Zoning, SEO Reports (in minutes and Scanned)	3 yrs. 2011
1998-2005 PLIGIT Accounts/Reports	7 yrs. 2012
1998-2004 Treasurers Bond Certifications	7 yrs. 2011
2003-2005 Expired Contractor Insurance Certs.	No Admin Value
2004-2005 Bills	7 yrs. 2011
2008 Timesheets	3 yrs. 2011

RESOLUTION 2013-05
(PG. 2)

DELAWARE TOWNSHIP BOARD OF SUPERVISORS


Thomas M. Ryan, Chairman


Robert Luciano, Vice Chairman


Thaddeus Parsell, Supervisor


Barbara Joo
Secretary