

## RESOLUTION 2015-09

### DISPOSITION OF FILES

**RESOLVED** by the Board of Supervisors, Delaware Township, Pike County, Pennsylvania, that,

**WHEREAS**, by virtue of Resolution No. 2015-09, adopted June 24, 2015, 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 June 24, 2015:

<u>DATE</u>	<u>RECORD</u>
01/2014-12/2014	Fuel Logs
08/2014-12/2014	Telephone Message Records
1/91, 3/97, 1/09 (not scanned only retain 5 yrs )	S.F. Statement of Financial Interest
1991-2010	S.F. request for days off
1994-2004	R.H. request for days off
2012-2013	K.P. request for days off
1993-2009	B.L. request for days off
1992-2007	B.L. Statement of Financial Interest
2003-2004(retain 5 years)	Playground Equip Inspection
2007-2013(scanned)	League (baseball, softball, football) info
2012(scanned)	L.Barrios Bldg. & Field use calendars 2012
2010-2011(scanned)	Dog Park proposal
2010, 2011, 2013(scanned)	Akenac Cash Logs
2013(scanned)	Amb. Corp. correspondence re: radio
2014	Advanced Recovery, Inc. Collection
2002	ADT paperwork
1995 (outdated)	Key assignment paperwork
2013 (scanned)	Citizens Complaint
2012 (scanned)	Correspondence Planning Commission
2010-2012	Old CPR cards
2012-7 (scanned)	Liberty Power Contract & Info
2008-2012 (scanned)	Justice Works
1986-2002 (retain for 5 years)	Ethics Commission Statement s of Financial Interest
2009	Employee slips for Nextel Phones

**DATE****RECORD**

1988 (DOD 1995)	Real Estate Tax Duplicate 1988 5 Books
1993 (DOD 2001)	Real Estate Tax Duplicate 1993 1 Book
1994 (DOD 2002)	Real Estate Tax Duplicate 1994 1 Book
1999 (DOD 2006)	Real Estate Tax Duplicate 1999 3 Books
2000 (DOD 2007)	Real Estate Tax Duplicate 2000 4 Books
2001 (DOD 2008)	Real Estate Tax Duplicate 2001 3 Books
2002 (DOD 2009)	Real Estate Tax Duplicate 2002 4 Books
2003 (DOD 2010)	Real Estate Tax Duplicate 2003 5 Books
2004 (DOD 2011)	Real Estate Tax Duplicate 2004 6 Books
2005 (DOD 2012)	Real Estate Tax Duplicate 2005 6 Books
2006 (DOD 2013)	Real Estate Tax Duplicate 2006 6 Books
2007 (DOD 2014)	Real Estate Tax Duplicate 2007 6 Books
2006 (DOD 12/31/13)	Bills 2006
2009 (DOD 12/31/13)	Timesheets/Payroll 2009
2007 (DOD 12/31/14)	Timesheets/Payroll 2007
2007 (DOD 12/31/14)	Deposits 2007
2007 (DOD 12/31/14)	Bank Statements 2007
2006 (DOD 12/31/13)	Bills 2006
2007 (DOD 12/31/14)	Bills 2007
2006 (DOD 12/31/13)	Deposits, Bank Statements, Payroll 2006
Old & Duplicate site maps	Dingmans Medical, Dollar General
2007 (Superseded)	Delaware Township Akenac Park Membership 2007
2004 (DOD 12/31/11)	AT & T bills from 2004
2012 (Superseded)	Delaware Township Akenac Park Membership 2012
2010 (scanned)	2010 Gas Fuel Logs
2009, 2010, 2011 (scanned)	2011, 2010, 2009 Diesel Fuel Issue Logs
2005-2011 (scanned)	Building Permit Logs 2005-2011
2004-2007 (scanned)	Sewage Logs 2004-2007
2006-2011 (scanned)	Misc. Log Sheets 2006-2011
2005-2011 (scanned)	Lot Improvement Log 2005-2011
1991-2011 (scanned)	Road Encroachment Logs 1991-2011
2005-2011 (scanned)	Zoning Application Log 2005-2011
2007-2011 (scanned)	Sewage & Well Logs 2007-2011
2007-2011 (scanned)	Building Use Logs 2007-2011

We will destroy the paper records; however, all records that are required by law to be saved have been scanned into the computer.

DELAWARE TOWNSHIP BOARD OF SUPERVISORS

  
Thomas M. Ryan, Chairman/Treasurer

  
Jeffrey Scheetz, Vice Chairman/Secretary

  
Robert Luciano, Supervisor