

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2018 - 11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF EAST LAMPETER TOWNSHIP.
LANCASTER, COUNTY, PENNSYLVANIA DISPOSING OF RECORDS ACCORDING TO
STATUTORY REQUIREMENTS

WHEREAS, a Local Government Records Committee was created by Act 28 of 1968 and empowered thereby to make rules and regulations for records disposition; and,

WHEREAS, the municipal Records Manual was approved by said committee on December 16, 2008 and then amended July 23, 2009; and,

WHEREAS, East Lampeter Township intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of East Lampeter Township, Lancaster County, Pennsylvania that it intends to dispose of the following records:

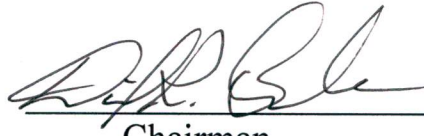
Financial Records

<u>Year</u>	<u>Type of Record</u>
1996-2011	Satisfied municipal liens AL-25
2008 and 2010	Accounts Payable invoices/records FN-2
2008 and 2010	Daily Cash Receipts and Deposit Slips FN-12 and FN-13
2008	General Ledger posting reports FN-1
2013-2014	Park Use records PR-7
2013-2014	Visitors log AL-1
2009	Bank Statements and reconciliations FN-9
2007	Streetlight Statement of Accounts – Residents FN-23
2003-2015	Right to Know requests and responses AL-46
2010	Resident checks processed as part of remote deposit process – FN-12 and FN-13
2010	Time keeping records and reports PL-14
2010	Preprocessing payroll registers PL-5
2005-2009	Payroll registers – PL-5 and PL-6
2005-2009	Payroll adjustment/deduction/withholding reports PL-2
2005-2009	Quarterly Returns - Federal Income Tax Withheld PL-11
2005-2009	Quarterly Returns – State & Local Taxes Withheld PL-12
2005-2009	General Ledger posting reports for Payroll FN-1
2003-2007	Recycling Program Records AL-36

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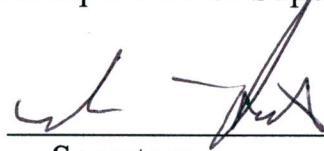
RESOLVED, this fourth day of June 2018.



Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2018- enacted by East Lampeter Township Board of Supervisors on the fourth day of June 2018.



Secretary