

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2020 - 04

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>
2012	Accounts Payable invoices/records FN-2
2012	Daily Cash Receipts and Deposit Slips FN-12 and FN-13
2012	General Ledger posting reports FN-1
2012	Bank Statements and reconciliations FN-9
2012	Accounts Payable/Check registers FN-11
2012	Amusement Tax Returns TA-9
2012	Vehicle Violation reports from District Justice AL-28
2012	Department Monthly Financial Statements FN-16
2012	Resident checks processed as part of remote deposit process – FN-12 and FN-13
2012	Time keeping records and reports PL-14
2012	Preprocessing payroll registers PL-5
Prior to 2012	Municipal Liens and bankruptcy documents for sewer and street light accounts which have been filed by the Township & subsequently satisfied by customer – AL-25
2016	Right to Know Requests – AL-46
2012/2013	Budget workpapers, notes, preliminary drafts, etc. – FN-5

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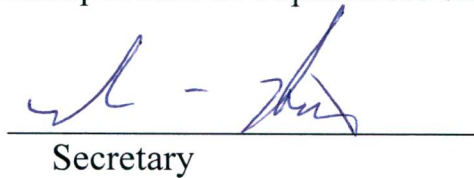
RESOLVED, this tenth day of February 2020.



Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2020- 04 enacted by East Lampeter Township Board of Supervisors on the tenth day of February 2020.



Secretary