

**MONROE TOWNSHIP  
CUMBERLAND COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2013-05**

**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)	2010
Time Cards	2009
Deposit Slips	2009
Tax Bills (Paid)	2009
Pay Period Reports	2008
Burning Permits	2009
Tax Duplicates (maroon book)	2005
Bank Statement & Reconciliations	2009
Ethics Financial Interest	2007
Insurance Policies (providing all claims settled)	2006
Public Hearing Notices & Proof of Publication	2002
Employee W-2's	2007
Real Estate Transfer Records	2007
Daily Cash Records	2007
Mobile Home Removal Permit	2009
CDL Accident Reports	2011
CDL - Negative Drug and Alcohol Records	2011
PA One Calls	2009
Check Registers	2005 & prior years
Roadmaster Reports	2007 & prior years
Sewer Receipt Stubs	2005 & prior years

Resolved this 7<sup>th</sup> day of January 2013.

ATTEST:

MONROE TOWNSHIP  
BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairman

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Vice Chairman

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Supervisor