

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2015 - 05

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,

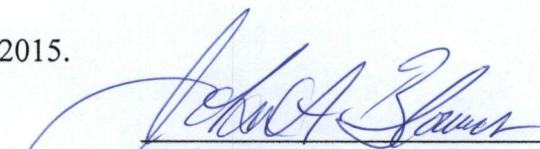
WHEREAS, the municipal Records Manual was approved by said committee on December 16, 2008; and,

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:

<u>Year</u>	<u>Type of Record</u>	Approximately 10 boxes
2006	Accounts Payable Files and Ledgers	
2006	Accounts Receivable Files and Ledgers	
2006	Bank Statements and reconciliations	
2006	Cancelled checks	
2006	Check Registers	
2006	Daily Cash records	
2006	Deposit slips	
2006	Financial Statements	
2006	Investment records	
2006	Purchase Orders and Purchasing Files	
2006	Voucher Files	
2006	Payroll Earnings and Deductions Registers	
2006	Quarterly tax returns	
2006	Time cards and attendance records	
2006	1099 Forms	

RESOLVED, this ninth day of February, 2015.


Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2015- enacted by East Lampeter Township Board of Supervisors on the ninth day of February 2015.


SECRETARY