

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2016 - 16

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:

Financial Records

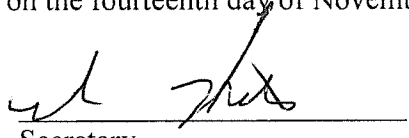
<u>Year</u>	<u>Type of Record</u>
2008 and 2009	Accounts Payable Files and Ledgers
2008 and 2009	Accounts Receivable Files and Ledgers
2008 and 2009	Bank Statements and reconciliations
2008 and 2009	Cancelled checks
2008 and 2009	Check Registers
2008 and 2009	Daily Cash records
2008 and 2009	Deposit slips
2008 and 2009	Financial Statements
2008 and 2009	Purchase Orders and Purchasing Files
2008 and 2009	Voucher Files
2008 and 2009	Payroll Earnings and Deductions Registers
2008 and 2009	Payroll Registers
2008 and 2009	Quarterly tax returns
2008 and 2009	Time cards and attendance records
2008 and 2009	1099 Forms
Various	Copies of closed and settled utility liens

RESOLVED, this fourteenth day of November, 2016.


Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2016- 16 enacted by East Lampeter Township Board of Supervisors on the fourteenth day of November 2016.


Secretary