

**EAST LAMPETER TOWNSHIP  
BOARD OF SUPERVISORS**

**Resolution No. 2021 - 15**

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>   |
|------------------------------|---|
| 1993-1994                    | Correspondence re: Timber Bridge Project AL-1                                       |
| 1996                         | Correspondence re: Various Ordinances AL-1  |
| 1995 – 1998                  | Correspondence re: Off Track Betting AL-1   |
| 1999                         | Proposals for Architect Services re: New Twp facilities AL-8                        |
| 1999                         | Correspondence re: Analysis & Design for New Township facilities AL-1               |
| 1999                         | Financing proposals and related Borrowing Documents AL-26                           |
| 2000                         | Correspondence re: Various Assessment appeals TA-19                                 |
| 1998 – 2002                  | Correspondence re: Insurance claims AL-17   |
| 2001 – 2002                  | Correspondence re: Building Code AL-1   |
| 1998 – 1999                  | Correspondence & related documents re Susan Ave Water Main – CDBG project AL-1      |
| 1999 – 2000                  | Correspondence re CDL program AL-1  |
| 1992 – 1994                  | Liquid Fuels Audit Reports AL-20  |
| 1993 – 1995                  | Financial Statements FN-16  |
| 1994                         | Bank Deposit Slips FN-13  |
| 1980 – 1985 &<br>1993 – 1998 | Bank Statements FN-9  |
| 2005                         | Correspondence re: Liquor License Application Appeal –<br>Millers Smorgasboard AL-1 |

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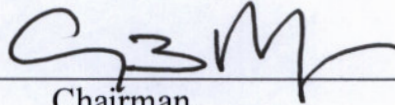
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|                         |   |
|-------------------------|---|
| 2001                    | Correspondence re: Liquor License Application Appeal – Ledo Pizza AL-1  |
| 1994 – 1995             | Bidding Documents re: Police Vehicle purchasing FN-19   |
| 1995 – 1997             | Bidding Documents re: Vehicle Fuel purchasing FN-19   |
| 1996 – 1997             | Correspondence re: Costco Development (Lancaster City) AL-1   |
| 1996                    | Correspondence re: Kemp Foods Illicit Discharges AL-1   |
| 1997                    | Correspondence re: Copier purchase FN-19  |
| 1996                    | Correspondence re: Sale of vehicles FN-22   |
| 1993 – 1994             | Correspondence re: Purchase of 2203 Old Phila. Pike FN-19   |
| 1978 – 1982             | Correspondence re: Police Pension Plan P;-10  |
| 1977 – 1981             | Correspondence re: Amusement Taxes TA-6   |
| 2000                    | Correspondence re: CV Recreation Commission AL-1  |
| 2003                    | Correspondence re: Public Record Requests AL-46   |
| 1998 – 2003             | Correspondence re: Insurance Policies AL-17   |
| 2004 – 2005             | Correspondence re: Susan Avenue Reconstruction CDBG project PW-8  |
| 2004 – 2005             | Correspondence re: Rockvale Road Sewer Extension CDBG project WM-10   |
| 2013                    | Accounts Payable invoices/records FN-2  |
| 2013                    | Daily Cash Receipts and Deposit Slips FN-12 and FN-13   |
| 2013                    | General Ledger posting reports FN-1   |
| 2013                    | Bank Statements and reconciliations FN-9  |
| 2013                    | Accounts Payable/Check registers FN-11  |
| 2013                    | Amusement Tax Returns TA-9  |
| 2013                    | Department Monthly Financial Statements FN-16   |
| 2013                    | Resident checks processed as part of remote deposit process – FN-12 and FN-13   |
| 2013                    | Time keeping records and reports PL-14  |
| 2013                    | Preprocessing payroll registers PL-5  |
| 2013-2018               | Municipal Liens and bankruptcy documents for sewer and street light accounts which have been filed by the Township & subsequently satisfied by customer – AL-25 |
| 2017-2018               | Right to Know Requests – AL-46  |
| 1992 – 2005<br>And 2014 | Budget workpapers, notes, preliminary drafts, etc. – FN-5   |

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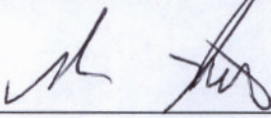
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RESOLVED, this seventh day of June 2021.

  
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Chairman

**CERTIFICATION**

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2021-15 enacted by East Lampeter Township Board of Supervisors on the seventh day of June 2021.

  
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Secretary