

EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS
2023 – 18
Resolution No. 2023 - 18

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>
Prior to 2020	Duplicate Correspondence from William Chillas files AL-1
Prior to 2020	Meeting notes and related Correspondence from William Chillas files turned over to Township AL-1
Prior to 2015	Requisitions from William Chillas files turned over to Township FN-2
Prior to 2010	Old Pump station materials, discussions, duplicate designs, etc.; SCADA/Telemetry promotional materials, documents, etc.; Meter Pit materials, documents, proposals, etc. AL-8
2015	Liquid Fuels Tax Records – Vouchers, Copies of checks, bills, bank statements and all other records pertaining to use of Liquid Fuels Tax Funds AL-20
2015	Employee Expense Reports FN-15
2015	Bank Deposit Slips FN-13
2019	Park Pavilion Rental Agreements and related records PR-7
2015	Pension Plan Investment Statements and correspondence FN-17
2015	Accounts Payable invoices/records FN-2
2015	Daily Cash Receipts and Deposit Slips FN-12 and FN-13
2015	General Ledger posting reports FN-1
2015	Bank Statements and reconciliations FN-9
2015	Accounts Payable/Check registers FN-11
2015	Amusement Tax Returns TA-9
2015	Department Monthly Financial Statements FN-16

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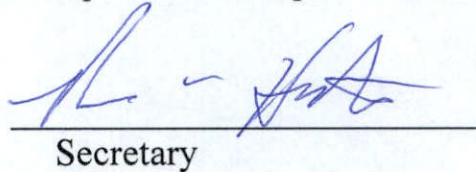
Prior to 2015	Resident checks processed as part of remote deposit process – FN-12 and FN-13
2014-2015	Time keeping records and reports PL-14
2014-2015	Preprocessing registers and payroll registers PL-5
Prior to 2020	Municipal Liens and bankruptcy documents for sewer and street light accounts which have been filed by the Township & subsequently satisfied by customer – AL-25
Prior to 2016	Budget workpapers, notes, preliminary drafts, etc. – FN-5

RESOLVED, this seventeenth day of July 2023.


Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2023- 18 enacted by East Lampeter Township Board of Supervisors on the seventeenth day of July 2023.


Secretary