

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2024 - 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 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>
2016	Accounts Payable invoices/records FN-2
2016	Daily Cash Receipts and Deposit Slips FN-12 and FN-13
2016	General Ledger posting reports FN-1
2016	Bank Statements and reconciliations FN-9
2016	Streetlight Statement of Accounts – Residents FN-23
2015 and 2016	Resident checks processed as part of remote deposit process – FN-12 and FN-13
2016	Amusement Tax Returns TA-9
2016	Sewer customer accounts – Adjustment Reports FN-1
2016 and 2017	Budget workpapers, notes, preliminary drafts, etc. – FN-5

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RESOLVED, this nineteenth day of August 2024.



VICE Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2024- enacted by East Lampeter Township Board of Supervisors on the nineteenth day of August 2024.



Secretary