

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2025 - 10

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>
2011-2013	AFSCME contract negotiation workpapers PS-11
2014-2016	AFSCME contract negotiation workpapers PS-11
2012-2014	Police Union contract negotiation workpapers PS-11
2015-2018	Police Union contract negotiation workpapers PS-11
1/1/17-3/31/18	Resident checks processed as part of remote deposit process – FN-12 and FN-13
2016-2018	Time keeping records and reports PL-14
2016-2018	Preprocessing payroll registers PL-5
2017	Accounts Payable invoices/records FN-2
2017	Daily Cash Receipts and Deposit Slips FN-12 and FN-13
2017	General Ledger posting reports FN-1
2017	Bank Statements and reconciliations FN-9
2017	Sewer customer accounts – Adjustment Reports FN-1
2014-2016	Financial Statement Audit Workpapers FN-7
Pre-2017	Electric/Natural Gas contracts through Coop FN-19/AL-8
Pre-2017	Public Utility Realty Reports TA-10
Pre-2017	Checkbook registers/Void checks for all bank accounts FN-11
2017	Park Pavilion Rental Agreements and related records PR-7

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Pre-2010	Correspondence and printouts regarding High tenant activity and sewer usage information for billing purposes FN-3
Pre-2015	Sewer customer bankruptcy records FN-3 Certificates of Insurance from Vendors AL-4
Pre-2017	PEMA and FEMA Snow Grants AL-14
Pre-2018	Insurance Claims AL-17
Pre-2023	Municipal Liens and bankruptcy documents for sewer and street light accounts which have been filed by the Township & subsequently satisfied by customer – AL-25

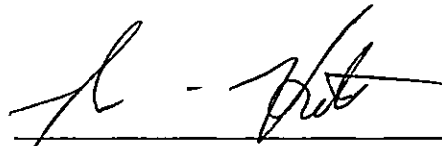
RESOLVED, this twenty first day of April 2025.



Chairman

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution No. 2025-10 enacted by East Lampeter Township Board of Supervisors on the twenty first day of April 2025.



Secretary