

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

Resolution No. 2025 - 22

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:

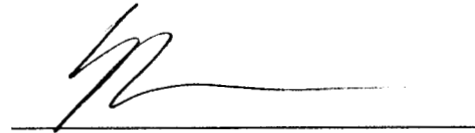
Various Records

<u>Year</u>	<u>Type of Record</u>
2017 and 2018	Accounts Payable invoices/records FN-2
2017 and 2018	Daily Cash Receipts and Deposit Slips FN-12 and FN-13
2017 and 2018	General Ledger posting reports FN-1
2017 and 2018	Bank Statements and reconciliations FN-9
2017 and 2018	Resident checks processed as part of remote deposit process – FN-12 and FN-13
2017 and 2018	Sewer customer accounts – Adjustment Reports FN-1
2018	Employee Expense Reports FN-15
2017 and 2018	Bank Deposit Slips FN-13
2018	Pension Plan Investment Statements and correspondence FN-17
2017 and 2018	Accounts Payable/Check registers FN-11
2017 and 2018	Time keeping records and reports PL-14
2017 and 2018	Preprocessing registers and payroll registers PL-5
Pre-2018	Insurance claim paperwork and correspondence AL-17
Pre-2018	Ethics Commission Statements of Financial Interest and Appointment Letters AL-12
Pre-2017	Recycling Program records AL-36
Pre-2017	Trash Hauler and Recycling Hauler permits and Special Event Licenses AL-30

**EAST LAMPETER TOWNSHIP
BOARD OF SUPERVISORS**

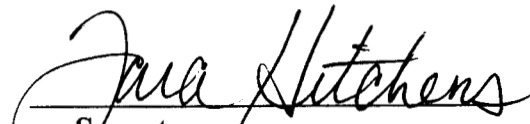
Resolution No. 2025 - 22

RESOLVED, this tenth day of November 2025.


Chairman

CERTIFICATION

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


Secretary