RESOLUTION 2018-08

DISPOSITION OF FILES

RESOLVED by the Board of Supervisors, Delaware Township, Pike County, Pennsylvania, that,

WHEREAS, by virtue of Resolution No. 2018-08, adopted June 13th, 2018, Delaware Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal records Manual approved December 16, 2008, and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Supervisors of Delaware Township, Pike County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records on June 13th, 2018:

Record	Destruction Date
2014 Summer Applications	2 years
2014 Maintenance Applications	2 years
2014 Resumes August	2 years
2014 Right to Know	2 years
2013 Hall Use Calendar & Requests	3 years
2014 Right to Know	2 years
2012 Right to Know	2 years
2011 Financial Interest Forms	5 years
2010 Financial Interest Forms	5 years
2006 Proof of Publications	10 years
2014 PT Office Assistant Applications	2 years
2010 Akenac Park Attendance Logs	3 years
2011 Akenac Log Sheets and Card Applications	3 years
2010 Vendor Files (check stubs & invoices)	7 years
2014 Park Use Records (ballfields, hall rental, etc.)	3 years
2010 Tax Collector Payment Sheets (form w/checks)	7 years
2010 Payroll Reconciles	7 years
2015 Employment Applications	2 years
2015 Right to Know Requests	2 years
2010 Real Estate Tax Duplicates Books	7 years

Record	Destruction Date
2010 Balance in Escrow	7 years
2003 W2 & W3 forms, Payroll Summary	4 years
2003 & 2004 1096 & 1099 forms	4 years
2007 1096 & 1099 forms	4 years
2009 W2 & W3 forms	4 years
2009 1096 & 1099	4 years
2007 W2 & W3 forms	4 years
2008 W2 & W3 forms	4 years
2008 1096 & 1099 forms	4 years
2006 W2 & W3 forms	4 years
2008 Citizens Bank Credit Card Statements	7 years
1998 Domestic Relations Paperwork	4 years
2010 PLIGIT Account Statements Rec & GF	7 years
2011 Unemployment Comp. Records (Form UC-2/2A/2B)	4 years
2011 941 forms and checks	4 years
2011 E-Tides paperwork and payments	4 years
2011 W2	4 years
2010 Dime Bank General Account Statements	7 years
2010 Dime Bank Payroll Account Statements	7 years
2010 Dime Bank Parks and Recreation	7 years
2010 Citizens Bank General Fund	7 years
2010 Citizens Bank Payroll Account	7 years
2010 Park and Recreation Deposit Summaries	7 years
2013 Right to Know	2 years
2010 Deposit Summary General Fund	7 years
2010 Deposit Summary Park & Rec	7 years
2011 Park Use Records (daily visit log)	3 years
2007 Park Use Records (Akenac Membership App.)	3 years
2010 Bank Statement-Dime-Cable Franchise	7 years
2010 Deposit Summary PLGIT	7 years

DELAWARE TOWNSHIP BOARD OF SUPERVISORS

John P. Henderson

John Henderson, Chairman

Jane E. Neufeld

Jane Neufeld, Vice Chairman/Treasurer

Rick Koehler, Supervisor