

RESOLUTION 2018-09

DISPOSITION OF FILES

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

WHEREAS, by virtue of Resolution No. 2018-09, adopted July 11th, 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 July 11th, 2018:

Record

Destruction Date

2011 Transfer Tax	Retain as long as Admin. Value
2012 Transfer Tax	Retain as long as Admin. Value
2008 Park Use Records	Retain 3 years (DOD 12-31-2011)
2009 Accounts Payable Files	Retain 7 years (DOD 12-31-2016)
2009 PLGIT General Fund	Retain 7 years (DOD 12-31-2016)
2009 Dime Park & Rec	Retain 7 years (DOD 12-31-2016)
2009 Citizens Bank General Fund	Retain 7 years (DOD 12-31-2016)
2009 PLGIT Liquid Fuels	Retain 7 years (DOD 12-31-2016)
2009 PLGIT Plus	Retain 7 years (DOD 12-31-2016)
2009 PLGIT Recreation Fund	Retain 7 years (DOD 12-31-2016)
2009 PLGIT Invest.	Retain 7 years (DOD 12-31-2016)
2009 The Dime Bank General Account	Retain 7 years (DOD 12-31-2016)
2009 The Dime Parks and Rec	Retain 7 years (DOD 12-31-2016)
2009 Citizens Bank Payroll Account	Retain 7 years (DOD 12-31-2016)
2009 Citizens Parks & Recreation Account	Retain 7 years (DOD 12-31-2016)
2009 The Dime Bank Payroll Account	Retain 7 years (DOD 12-31-2016)
2008 Citizens Bank General Fund	Retain 7 years (DOD 12-31-2015)
2006 & 2007 Dirt & Gravel Fund	Retain 7 years (DOD 12-31-2016)
2008 PLGIT General Fund	Retain 7 years (DOD 12-31-2016)

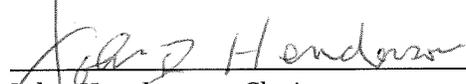
Record

2009 Citizens Bank General Fund
2009 The Dime Bank Parks & Rec Fund
2009 The Dime Bank General Fund
2008 & 2009 Attendance Records

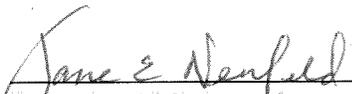
Destruction Date

Retain 7 years (DOD 12-31-2016)
Retain 7 years (DOD 12-31-2016)
Retain 7 years (DOD 12-31-2016)
Retain 3 years (DOD 12-31-2012)

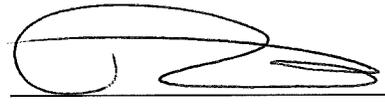
DELAWARE TOWNSHIP BOARD OF SUPERVISORS



John Henderson, Chairman



Jane Neufeld, Vice Chairman/Treasurer



Rick Koehler, Supervisor