

RESOLUTION 2019-03

DISPOSITION OF FILES

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

WHEREAS, by virtue of Resolution No. 2019-03 adopted January 13th, 2016, 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 Month, Date, Year:

<u>Record</u>	<u>Date of Destruction</u>
2011 Vendor files	07.11.2019 (7 yrs.)
2011 Bank Deposits and Statements	07.11.2019 (7 yrs.)
2011 Payroll Reconciles	07.11.2019 (7 yrs.)
2016 Summer Staff Applications	07.11.2019 (2 yrs.)
2016 PT Permit Assistant Applications	07.11.2019 (2 yrs.)
2016 Alt. Zoning Applications	07.11.2019 (2 yrs.)
2018 Bulk Day Logs Sheet	07.11.2019 (As long as admin. needed)
2017 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2016 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2015 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2014 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2013 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2012 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2011 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2008 Bulk Day Log Sheets	07.11.2019 (As long as admin. needed)
2016 Right to Know Requests	07.11.2019 (2 yrs.)
2015 Township & Rec Hall, Ballfield Requests	07.11.2019 (3 yrs.)
2012 Financial Interest Forms	07.11.2019 (5 yrs.)
2013 Financial Interest Forms	07.11.2019 (5 yrs.)
2011 Real Estate Duplicate Books	07.11.2019 (7 yrs.)
2013 Summer Staff Applications	07.11.2019 (2 yrs.)
2012 Summer Staff Applications	07.11.2019 (2 yrs.)

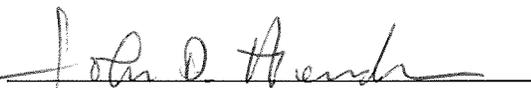
Record

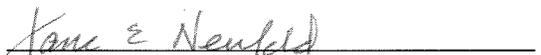
Date of Destruction

2007 Proof of Publication	07.11.2019 (10 years)
2008 Proof of Publication	07.11.2019 (10 years)
2013 Child Support	07.11.2019 (Retain 5 years after termination)
2012 Child Support	07.11.2019 (Retain 5 years after termination)
2010 Child Support	07.11.2019 (Retain 5 years after termination)
2012.09.26 Road Bid	07.11.2019 (Retain 6 years)
2012 Road Bids	07.11.2019 (Retain 6 years)
2012.06.25 Road Bids	07.11.2019 (Retain 6 years)
2012 UCC DCED	07.11.2019 (Retain 5 years)
2010 PURTA	07.11.2019 (Retain 7 years)
2011 PURTA	07.11.2019 (Retain 7 years)
2009 PURTA	07.11.2019 (Retain 7 years)
2013 Judicial Sales Tax Exoneration	07.11.2019 (Retain 5 years)
2011 Liquid Fuels Tax Records	07.11.2019 (Retain 7 years)
2009 Liquid Fuels Tax Records	07.11.2019 (Retain 7 years)
2010 Liquid Fuels Tax Records	07.11.2019 (Retain 7 years)
2010 Liquid Fuel Road Bids	07.11.2019 (Retain 6 years)
2011 60-3-04 Mag. Dis. Court payments	07.11.2019 (Retain 7 years)
2011 PC Delinquent Taxes	07.11.2019 (Retain 7 years)
2010 PC Delinquent Taxes	07.11.2019 (Retain 7 years)
2008 Ins. Plans Health, dental, etc coverage info	07.11.2019 (Retain 6 years)
2011 Ins. Plans Health	07.11.2019 (Retain 6 years)
2012 Ins. Plans Comparison	07.11.2019 (Retain 6 years)

We will destroy the paper records; however, all records that are required by law to be saved have been scanned into the computer.

DELAWARE TOWNSHIP BOARD OF SUPERVISORS


John Henderson, Chairman


Jane Neufeld, Vice/Chairman/Treasurer


Rick Koehler, Supervisor/Secretary