

**RESOLUTION 2020-07**

**DISPOSITION OF FILES**

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

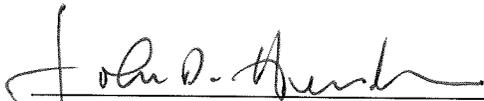
**WHEREAS**, by virtue of Resolution No. 2020-07 adopted January 13<sup>th</sup>, 2016, Delaware Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal records Manual approved December 16, 2008, and as amended March 28, 2019.

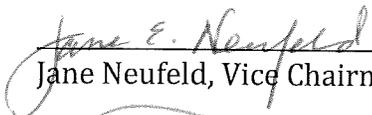
**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

**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>
2014 Pike Tax Maintenance Updates	2.28.2020 Retain as long as of administrative value
2015 Pike Tax Maintenance Updates	2.28.2020 Retain as long as of administrative value
2016 Pike Tax Maintenance Updates	2.28.2020 Retain as long as of administrative value
2017 Pike Tax Maintenance Updates	2.28.2020 Retain as long as of administrative value
2018 Pike Tax Maintenance Updates	2.28.2020 Retain as long as of administrative value
2013 Safety Committee Agendas & Minutes	2.28.2020 Retain 5 years
2014 Safety Committee Agendas & Minutes	2.28.2020 Retain 5 years
2016 Park/Township Hall Use Records	2.28.2020 Retain 3 years
2017 Right to Know Requests	2.28.2020 Retain 2 years
2012 Vendor files	2.28.2020 (7 yrs.)
2012 Bank Deposits and Statements	2.28.2020 (7 yrs.)
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2012 Payroll Reconciles	2.28.2020 (7 yrs.)
2017 Applications	2.28.2020 (2 yrs.)
2014 Financial Interest Forms	2.28.2020 (5 yrs.)
2012 Real Estate Duplicate Books	2.28.2020 (7 yrs.)
2009 Proof of Publication	2.28.2020 (10 years)

DELAWARE TOWNSHIP BOARD OF SUPERVISORS

  
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John Henderson, Chairman

  
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Jane Neufeld, Vice Chairman/Treasurer

  
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Rick Koehler, Supervisor/Secretary