

RESOLUTION #2015-4

RESOLVED by the Board of Supervisors of Penn Township, Berks County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 1996-03, adopted April 25, 1996, the Township of Penn declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, 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, That the Board of Supervisors of Penn Township, Berks County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

GENERAL FINANCIAL AND PURCHASING RECORDS (ALL FUNDS)

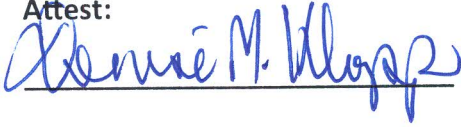
1. Accounts Payable Files and Ledgers - 2004-2006
2. Accounts Receivable Files and Ledgers - 2004-2006
3. Bank Statements and Reconciliations - 2004-2006
4. Cancelled Checks - 2004-2006
5. Check Registers - 2004-2006
5. Deposit Slips - 2004-2006

PAYROLL RECORDS (ALL FUNDS)

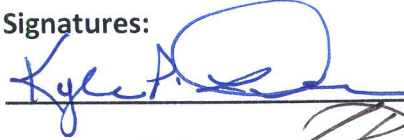
1. Cancelled Payroll Checks - 2004-2006
2. Payroll Earnings and Deductions Registers - 2004-2006
3. Payroll Vouchers (Check) Registers - 2004-2006
4. Quarterly Returns of Withholding of Federal Income Tax - 2004-2006
5. Quarterly Returns of State and Local Taxes Withheld - 2004-2006

- 6. Time Cards and Attendance Records - 2004-2006
- 7. Unemployment Compensation Records - 2004-2006
- 8. Wage and Tax Statements (W-2 Forms) - 2004-2006

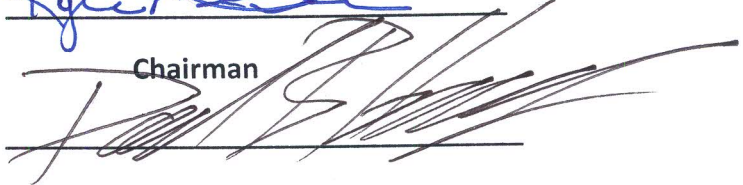
Attest:



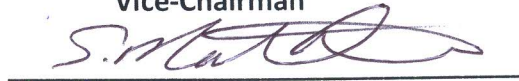
Signatures:



Chairman



Vice-Chairman



Supervisor

SEAL