

**TOWNSHIP OF PENN, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2019- 8**

**A RESOLUTION OF THE TOWNSHIP OF PENN, BERKS COUNTY, PENNSYLVANIA, APPROVING THE DISPOSITION OF CERTAIN RECORDS**

WHEREAS, pursuant to Act 428 of 1968 the Local Government Records Committee issued the Municipal Records Manual establishing the schedule and procedures for the retention and disposition of records of municipal records; and

WHEREAS, by virtue of Resolution Number 2009-8, adopted on August 31, 2009 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 December 16, 2008; and

WHEREAS, by virtue of Resolution Number 2017-8, adopted on February 27, 2017 the Board of Supervisors of the Township of Penn declared its intent to follow the revised schedules and procedures for the disposition of records as set forth in the Municipal Records Manual as amended and approved on July 23, 2009; and

WHEREAS, by virtue of the, Resolution Number 2019-7, adopted on July 29, 2019 the Board of Supervisors of 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 as most recently amended and approved on March 28, 2019; and

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

WHEREAS, certain Township documents are appropriate for disposition in accordance with the schedule established by the Municipal Records Manual.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the Township of Penn, Berks County, Pennsylvania in accordance with the above cited Municipal Records Manual and declaration of its intent to abide by the schedule set forth in the Municipal Records Manual, the Board of Supervisors hereby authorizes the disposition of the public records described on Exhibit A attached.

FURTHER RESOLVED, that this Resolution shall be effective immediately.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Township of Penn that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not be included herein.

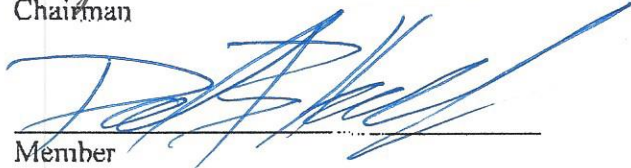
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FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.

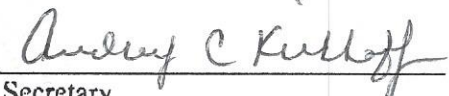
IN WITNESS WHEREOF, the Board of Supervisors of Penn Township has adopted this Resolution in lawful session this 29<sup>th</sup> day of July 2019.

BOARD OF SUPERVISORS  
TOWNSHIP OF PENN, BERKS COUNTY,  
PENNSYLVANIA

By:   
Chairman

  
Member

  
Member

Attest:   
Secretary

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a resolution of the Board of Supervisors of PENN TOWNSHIP, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 29<sup>th</sup> day of July, 2019.

Audrey C Kuriloff  
Secretary of Penn Township

Dated: July 29, 2019

EXHIBIT A  
PUBLIC RECORDS AUTHORIZED FOR DISPOSITION

**GENERAL FINANCIAL AND PURCHASING RECORDS (ALL FUNDS)**

1. **Accounts Payable Files and Ledgers - 2010-2011**
2. **Accounts Receivable Files and Ledgers - 2010-2011**
3. **Bank Statements and Reconciliations - 2010-2011**
4. **Bills - 2010-2011**
5. **Cancelled Checks - 2010-2011**
6. **Check Registers - 2010-2011**
7. **Deposit Slips - 2010-2011**
8. **Invoices - 2010-2011**

**PAYROLL RECORDS (ALL FUNDS)**

1. **Cancelled Payroll Checks - 2010-2011**
2. **Payroll Earnings and Deduction Registers Pay Period Reports - 2010-2011**
3. **Payroll Vouchers (Check) Registers - 2010-2011**
4. **Quarterly Returns of Withholding of Federal Income Tax - 2010-2011**
5. **Quarterly Returns of State and Local Taxes Withheld - 2010-2011**
6. **Social Security Reports - 2010-2011**
7. **Time Cards and Attendance Records - 2010-2011**
8. **Unemployment Compensation Records - 2010-2011**
9. **Wage and Tax Statements (W-2 Forms) - 2010-2011**

**TAX COLLECTION AND ASSESSMENT RECORDS**

1. Real Estate and Per Capita Tax Records – 2010-2011

**PLANNING AND BUILDING/ZONING CODE ENFORCEMENT RECORDS**

1. **Building Permits and Applications**, for all non-commercial buildings where Certificates of Occupancy issued or final approval obtained **2010-2011**.