

# TOWNSHIP OF WEST HEMPFIELD

Lancaster County, Pennsylvania

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## RESOLUTION No. 13-18

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**A RESOLUTION OF WEST HEMPFIELD TOWNSHIP  
LANCASTER COUNTY, PENNSYLVANIA, DECLARING IT'S INTENT TO  
FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF  
RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL  
APPROVED ON JULY 16, 1993, AS AMENDED**

WHEREAS, by virtue of Resolution No. 2-18, adopted March 6, 2018, West Hempfield Township 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, as amended, 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, it is hereby resolved, that the Board of Supervisors of West Hempfield Township, Lancaster County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

- Refuse Receipts/Account Receivables 2006 - 2011
- Refuse Expense/Invoices/Account Payables 2006 - 2011
- Refuse Bank Statements - Cancelled checks 2006 - 2011
- Sewer Receipts/Account Receivables 2007 - 2011
- Sewer Expenses/Invoices/Account Payables 2007 - 2011
- Sewer Bank Statements - Cancelled checks 2007 - 2011
- Fire Hydrant/Street Light/Tax Assessments County Certification - taxes paid 1981 - 2010
- Fire Hydrant/Street Light/Tax Assessments Real Estate Transfers from County
- Fire Hydrant/Street Light/Tax Assessments Creditech- delinquent Payments 1981 - 2010
- Fire Hydrant/Street Light/Tax Assessments Tax Bills/Paid Receipts 1981 - 2010
- General Fund Receipts/Accounts Receivable 2001 - 2011
- General Fund Expenses/Invoices/Accounts Payable 2001 - 2011
- General Fund Financial Records/Ledgers 2001 - 2011
- General Fund Budget Worksheets 2001 - 2011
- General Fund Bank Statements/Cancelled checks 2001 - 2011
- General Fund Deposit Tickets 2001 - 2011

- General Fund Annual Audit & Financial Reports - Survey of Financial Conditions 2001 - 2011
- General Fund Elected and Appointed Officials Report sent to DCED 2001 - 2011
- Insurance Policies/Contracts /Claims settled 2006 - 2010
- Treasurer's Bond 2006-2010
- Weed Notices/Violations-Complaints 2000 - 2002
- Liquid Fuels Tax Receipts/Accounts Receivable 1997 - 2010
- Liquid Fuels Tax Expenses/Invoices/Accounts Payable 1997 - 2010
- Liquid Fuels Tax Bank Statements/Canceled Checks 1997 - 2010
- Liquid Fuels Tax DCED Reports/Other Correspondence with PennDot 1997 - 2010
- Liquid Fuels Tax Contract Files: Advertisements, Data for Bids, Awarded Contracts 1997 - 2010
- Liquid Fuels Tax Instruction to Bidders and other Supporting work papers 1997 - 2010
- Budget Worksheets 1989 - 2010
- Payroll Time Cards - Attendance Records 1988 - 2010
- Payroll Check Registers 1988 - 2010
- Payroll Quarterly Reports (State/Local/SS/Fed) 1988 - 2010
- Payroll W-4's W/holding Allowance certificates 1988 - 2010
- Police & Non-uniform Pension Bank Statements 1993-2010

DULY ADOPTED the 2nd day of October, 2018, by the Board of Supervisors of the Township of West Hempfield, Lancaster County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF WEST HEMPFIELD  
Lancaster County, Pennsylvania

Attest:                     *John St*                      
(Assistant) Secretary

By:                     *David W. Surry*                      
(Vice) Chairman, Board of Supervisors

