

TOWNSHIP OF WEST HEMPFIELD

Lancaster County, Pennsylvania

RESOLUTION No. 16-19

**A RESOLUTION OF WEST HEMPFIELD TOWNSHIP
LANCASTER COUNTY, PENNSYLVANIA, TO DISPOSE OF RECORDS IN
ACCORDANCE WITH THE PA MUNICIPAL RECORDS MANUAL**

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 AP/AR and Bank Statements – 2012
- Refuse A/R Receipts, Bill Report Receipts, Settlement Sheets – 2012
- Streetlight and Fire Hydrant A/R Receipts, Payment Stubs – 2012
- Sewer A/R Receipts, A/P Payables, Bank Statements – 2012
- General Fund Receipts, Bank Statements – 2012
- Streetlight, Fire Hydrant, Tax Assessment, Healthcare, and TDR Bank Statements – 2012
- Time Cards, Leave Requests, Quarterly Payroll Reports - 2012

DULY ADOPTED the 2nd day of April, 2019, 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: _____

(Assistant) Secretary

By: _____

(Vice) Chairman, Board of Supervisors

[TOWNSHIP SEAL]

