

**TULPEHOCKEN TOWNSHIP, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2014- 9**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF TULPEHOCKEN, 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 #2014-9, adopted on July 1, 2014 the Board of Supervisors of the Township of Tulpehocken declared its intent to follow the schedules and procedures for the retention and disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 as most recently revised and approved by said committee on July 23, 2009 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; 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 Tulpehocken, 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 take effect immediately, or as soon as legally permissible thereafter.

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 Board of Supervisors of Tulpehocken Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been 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FURTHER RESOLVED, that all Resolutions or parts of Resolutions inconsistent with this Resolution are hereby superseded.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 Tulpehocken Township has adopted this Resolution in lawful session this 14<sup>th</sup> day of July, 2014.

BOARD OF SUPERVISORS OF  
TULPEHOCKEN TOWNSHIP,  
BERKS COUNTY, PENNSYLVANIA

By: *Mary G. Dech*  
Chairman

*Richard A Kramer*  
Member

*Robert H. Fuch*  
Member

Attest: *Christy Flaherty*  
Secretary



CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Board of Supervisors of TULPEHOCKEN TOWNSHIP, Berks County, Pennsylvania, which was fully adopted at a public meeting, held pursuant to notice as required by law on the 14<sup>th</sup> day of July, 2014.

Christy Flaherty  
Secretary of Tulpehocken Township

Dated: July 17, 2014

Exhibit A

TULPEHOCKEN TOWNSHIP GENERAL FINANCIAL AND PURCHASING RECORDS FOR ALL FUNDS

RECORDS TO DESTROY 2014

1. Accounts Payable Files and Ledgers – prior to 2005
2. Accounts Receivable Files and Ledgers – prior to 2005
3. Bank Statements and Reconciliations – prior to 2005
4. Bills – prior to 2003
5. Cancelled Checks – prior to 2005
6. Check Registers – prior to 2005
7. Invoices – prior to 2005
8. Copies of Receipts and Deposits – prior to 2005
9. Federal, State, and Local Tax Reports – prior to 2005
10. Sewage Reimbursement Reports – prior to 2005
11. County Tax Claim Reports – prior to 2005
12. Real Estate Transfer Tax Reports – prior to 2005
13. Berks EIT Audit Reports – prior to 2005
14. Proof of Publishing – prior to 2005
15. Certificate of Insurance – prior to 2005
16. Comcast Correspondences
17. Tax Collectors Tax Duplicates – prior to 2005
18. Statement of Financial Reports (Ethics Reports) – prior to 2005
19. Liquor Control Board – prior to 2005
20. Assessment Appeals Forms – prior to 2005
21. Foreign Fire Tax Insurance Reports – prior to 2005
22. Budget – prior to 2005

PAYROLL RECORDS (ALL FUNDS)

1. Cancelled Payroll Checks – prior to 2005
2. Payroll earnings and Deduction Registers Pay Period Reports – prior to 2005
3. Payroll registers – prior to 2005
4. Quarterly Returns of Withholding of Federal Income Tax – prior to 2005
5. Quarterly Returns of State NAd Local Taxes Withheld – prior to 2005
6. Social Security Reports – prior to 2005
7. Time Cards and Attendance Records 0 prior to 2005
8. Unemployment Compensation Records – prior to 2005
9. Wage and Tax Statements (W-2 Forms) – Prior to 2005
10. Time Cards – prior to 2010