

RESOLUTION NO. 18 OF 2007

**A RESOLUTION FOR THE RETENTION AND DESTRUCTION OF MUNICIPAL RECORDS
AS SET FORTH IN THE SCHEDULE FOR RECORDS OF PENNSYLVANIA
MUNICIPALITIES, ADOPTED BY THE LOCAL GOVERNMENT RECORDS COMMITTEE
OF PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION**

WHEREAS, the Mount Joy Township Board of Supervisors declared its intent to follow the schedules and procedures for the disposition of records as set forth in the "Municipal Records Manual" of the Pennsylvania Historical and Museum Commission; 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 Mount Joy Township, Adams County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following records:

Administrative Records: Building /Land Use Permits prior to 2000
Pennsylvania Bulletins prior to 2006
Insurance policies prior to 2001
General/Miscellaneous Correspondence 1997 – 2001
Tax Exoneration Lists prior to 2002
General Zoning Correspondence 1996

Financial Records: Bank Statements 1994 – 2000; Check Stubs 1995 – 1999;
Annual Budgets 1998 – 2000; Payroll Tax Ledgers 1996; Petty
Cash Reconciliation 1997; Invoices, Receipts, Payroll 1996 - 2000

MOUNT JOY TOWNSHIP SUPERVISORS

ATTEST:

Secretary

Chairman

(SEAL)

