

**LOWER PROVIDENCE TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA  
RESOLUTION #17-34**

**BE IT RESOLVED** that the Board of Supervisors of Lower Providence Township, Montgomery County, Pennsylvania, declared its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual, approved on July 16, 1993; 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**, the Board of Supervisors of Lower Providence Township is authorized by the 2<sup>nd</sup> Class Township Code to permit the disposition of personal Township property valued at less than \$2,000.00 (Two thousand dollars) by sale or other means; and

**NOW, THEREFORE, BE IT RESOLVED** in accordance with the above cited Municipal Records Manual that the Board of Supervisors of Lower Providence Township hereby authorizes the disposition of the following public records and equipment:

<b>Year</b>	<b>Document</b>	<b>Required Retention</b>
1985-2000	Bid documents for road reconstruction	6 years
1985-2000	Bid documents for signs and materials	6 years
1985-2000	Bid documents for snow plow operations	6 years
2010	Accounts Payable	7 years
2010	Bank Statements	7 years
2013	Payroll deductions/quarterly reports	4 years
Through 2010	Budget worksheets	7 years
Through 2012	Audit work papers	3 years
Through 2011	Insurance policies/claims	6 years
2007-2009	Real estate transfers	Unspecified
2010	Tax duplicates	7 years
2015	Right-to-know files	2 years
Through 2011	Insurance policies/claims	6 years

**Equipment**

6 (six) Lifepak 500 AEDs

RESOLUTION ADOPTED this 7<sup>th</sup> day of December 2017.



**LOWER PROVIDENCE TOWNSHIP  
BOARD OF SUPERVISORS**

By: Colleen Eckman  
Colleen Eckman  
Chairman

ATTEST: Donald Delamater  
Donald Delamater  
Secretary