

**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 2nd 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:


Year	Document	Required Retention
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 7th day of December 2017.



ATTEST: 
Donald Delamater
Secretary

**LOWER PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS**

By: 
Colleen Eckman
Chairman