

**LOWER PROVIDENCE TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA
RESOLUTION #2019-36**

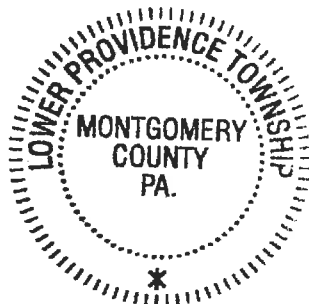
BE IT RESOLVED that the Board of Supervisors of Lower Providence Township, Montgomery County, Pennsylvania, declared its intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual, approved on July 16, 1993; and,

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,

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:

Year	Document	Required Retention
2011-2012	Accounts Payable	7 years
2011-2012	Bank Statements/Journal Entries	7 years
2008-2009	Cancelled checks	7 years
2012-2014	Payroll deductions/quarterly reports	4 years
2012-2013	Insurance policies/claims	6 years
2016-2017	Right-to-know files	2 years
2007-2014	Tax Collector Reports	2 years
Through 2009	Bids and RFPs	7 years
2005-2010	Pension Reports	6 years
Through 2017	Resumes/Applications	2 years
Through 2014	Part-time employee personnel files	5 years
Through 2009	Proof of Publications	10 years
Through 2018	Election tally papers	11 months
Through 2014	Assessment Appeals	5 years
Various	Routine Administrative Records	As long as of value

RESOLVED and ADOPTED this 5th day of December 2019.



LOWER PROVIDENCE TOWNSHIP

Donald Delamater, Secretary