

**LOWER PROVIDENCE TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA
RESOLUTION #2024-15**

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,

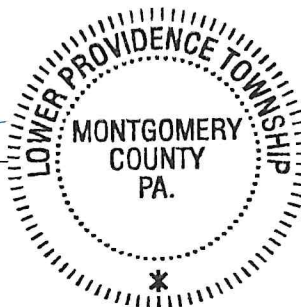
NOW, THEREFORE, BE IT RESOLVED in accordance with the above cited Municipal Records Manual that the Board of Supervisors of Lower Providence Township hereby authorizes the disposition of the following public records:

Year	Document	Required Retention
Through 2016	Accounts Payable	7 years
Through 2016	Bank Statements/Journal Entries	7 years
Through 2019	Payroll deductions/quarterly reports	4 years
Through 2017	Insurance policies/claims	6 years
2020-2021	Right-to-Know files	2 years
Through 2021	Tax Collector Report	2 years
Through 2017	Pension Reports	6 years
Through 2021	Resumes/Applications	2 years
Through 2018	Part-time employee personnel files	5 years
Through 2018	Assessment Appeals	5 years
Various	Routine Administrative Records	As long as of value
Through 2018	Personnel Files-No post-retirement benefit	5 years after termination
Through 2018	Labor Negotiation Files	5 years after expiration
Through 2016	Public Utility Realty Reports	7 years
Through 2016	Liquid Fuels Tax Records	7 years
Through 2016	Accounts Receivable Files	7 years
Through 2019	W-2s and 1099s	4 years

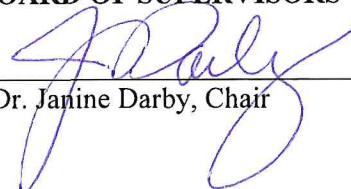
RESOLVED and ADOPTED this 1st day of February 2024.

Attest:


E.J. Mentry, Secretary



**LOWER PROVIDENCE TOWNSHIP
BOARD OF SUPERVISORS**


Dr. Janine Darby, Chair