TOWNSHIP OF CONESTOGA,
LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. ___2021-09_____

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF CONESTOGA, LANCASTER COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008 (AS AMENDED MARCH 28, 2019).

RESOLVED by the Board of Supervisors of the Township of Conestoga, Lancaster County, Pennsylvania, That

WHEREAS, the Township of Conestoga declares its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 (as amended March 28, 2019); 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 by the Board of Supervisors of Conestoga Township, Lancaster County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 (as amended March 28, 2019), and in accordance therewith hereby authorizes the disposition of the following public record:

RECORDS	DATES OF DESTROYED RECORDS
Accounts Payable Files and Ledgers	January 1, 2014 and older
Accounts Receivable Files and Ledgers	January 1, 2014 and older
Right to Know Request	January 1, 2018 and older
Audio Logs	January 1, 2017 and older
Payroll Records	January 1, 2014 and older
Attendance Records	January 1, 2017 and older
Permits (non-commercial)	January 1, 2016 and older
Ethics Forms	January 1, 2015 and older
Administrative and Subject Files (which have no administrative value)	January 1, 2021 and older

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By: _____
   John Berry, Chairman

By: _____
   Robert Hershey, Jr., Member

By: _____
   William Rankin, Member

Attest: _____ (SEAL)
   Secretary