

RESOLUTION 2017-23

RESOLUTION FOR DISPOSAL OF 2006-2008 PUBLIC RECORDS HOPEWELL TOWNSHIP, BEAVER COUNTY, PENNSYLVANIA

RESOLVED by the board of Commissioners of the Township of Hopewell, Beaver County, Pennsylvania, that

WHEREAS, by the virtue of Resolution No. 2017-23 adopted October 23rd, 2017, the Township of Hopewell declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16th, 1993 and

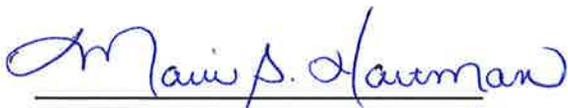
WHEREAS, in accordance with Act 423 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the Municipality.

NOW, THEREFORE, be it resolved that the Board of Commissioners of Hopewell Township, in accordance with the above cited Municipal Record Manual, hereby authorizes the disposition of the 2006, 2007, and 2008 Accounting, Sewer and General Records listed in Appendix A (attached).

PASSED AND ADOPTED this 23rd day of October, 2017 by the Board of Commissioners of Hopewell Township, Beaver County, Pennsylvania.

ATTEST

TOWNSHIP OF HOPEWELL
BOARD OF COMMISSIONERS



Marie Stratakis Hartman
Hopewell Township Engineer/Assist Manager



Richard Bufalini, President
Hopewell Township Board of Commissioners

(seal)

Enclosure: Appendix A

2006-2007-2008 RECORDS FOR DESTRUCTION

2006-2007 PARK FUND

- * BANK STATEMENTS
- * DEPOSITS
- * PAID INVOICES
- * FORSTER'S CONTRACT
- * BIDS FOR TIMBER REMOVAL

2006-2007 CAPITAL PROJECTS

- * INVOICES
- * CHECK REGISTER'S
- * AP JOURNALS
- * BANK STATEMENTS
- * LAIRD ROAD CONSTRUCTION
- * MUNICIPAL BUILDING
- * BOND DEPOSITS + TRANSFERS

2007 GENERAL FUND ACCOUNTS PAYABLE

2007 SEWER FUND ACCOUNTS PAYABLE

2007 LIST OF BILLS (JAN-JUNE)

2007 LIST OF BILLS (JULY-DEC)

2007 PROBLEM INVOICES

2007 BUSINESS MEETING MINUTES

2007 PURCHASE ORDERS (JAN-JULY)

2007 PURCHASE ORDERS (AUG-DEC)

2007 GENERAL + SEWER FUND VOIDED CHECK AND A/P JOURNALS (JAN- DEC)

2007 CASH FORCAST'S

2007 BUDGET REPORTS

2007 FINANCIAL STATEMENT REPORTS

2007-2008 RETIREMENT CASH FUND

2007 ESCROW ACCOUNT

- * DEPOSITS
- * INVOICES
- * BANK STATEMENTS

2007 BUDGETS ALL FUNDS

2007 CLOSED PURCHASE ORDERS

2007 A/R REPORTS, ANALYSIS, TREASURER REPORT + FUEL ANALYSIS

2007 FIXED ASSETS, ADD ONS + DELETIONS, YEAR END TRANSFERS OF FIXED ASSETS

2007 LIQUID FUELS

- * DEPOSITS
- * STREET LIGHTING
- * WINTER MAINT.
- * ROAD MAINT. + REPAIR
- * INVOICES
- * JOURNALS

2007 SPECIAL FUNDS

2007 GENERAL FUND JOURNAL ENTERIES, CORRECTIONS + RE-CLASSIFICATIONS

2006-2007-2008 RECORDS FOR DESTRUCTION

2007 A/R PAID ALL SCHOOL
2007 REFUSE + SEWER DOUBTFUL ACCOUNTS ADJUSTMENTS + RECOVERY OF REVENUE
2007 A/P PAID GENERAL FUND
2007 SEWER FUND JOURNAL ENTERIES, CORRECTIONS + RE-CLASSIFICATIONS
2008 GENERAL FUND ACCOUNTS PAYABLE
2008 SEWER FUND ACCOUNTS PAYABLE
2008 WORKSHOP MEETING MINUTES
2008 BUSINESS MEETING MINUTES
2008 A/P GENERAL FUND REPORTS (JAN-APRIL)
2008 A/P GENERAL FUND REPORTS (MAY-AUG)
2008 CREDIT CARD SERVICES ON-LINE BILLING (JUNE-DEC)
2008 GENERAL CAPITAL PROJECTS RESERVE FUND
 * BANK STATEMENTS
 * DEPOSITS + TRANSFERS
 * INVOICES
 * CHECK REGISTERS
 * JOURNALS
 *VOIDED CHECKS
2008 A/P SEWER REPORTS (JAN-APRIL)
2008 A/P GENERAL FUND REPORTS (SEPT-DEC)
2008 FIXED ASSET REPORT
2008 LST TAX DEPOSITS + EXPENSE REIMBURSEMENTS
2008 ESCROW BANK ACCOUNT (CITIZENS BANK)
 * DEPOSITS + TRANSFERS
 * INVOICES
 * BANK STATEMENTS
2008 CREDIT CARD SERVICES ONLINE BILLING (JAN-MAY)
2008 A/P SEWER FUND REPORTS (MAY-DEC)
2008 A/P GENERAL FUND REPORTS (JAN-MARCH)
2008 GENERAL FUND CHECK REGISTERS + JOURNALS (JULU-AUG)
2008 PROBLEM INVOICES
2008 LIQUIDATED PURCHASE ORDERS, CHECK REQUISITIONS + DELETED INVOICES
2008 PURCHASE ORDERS (JULY-DEC)
2008 SEWER FUND CHECK REGISTERS + CHECK JOURNALS (APRIL-JULY)
2008-2009 PARK FUND BANK STATEMENTS
2008 PURCHASE ORDER EDIT LIST (JAN-DEC)
2008 REFUSE + SEWER DOUBTFUL ACCOUNTS ADJUSTMENTS + RECOVERY
2008 SEWER FUND CHECK REGISTERS + CHECK JOURNALS (AUG-DEC)
2008 SEWER FUND JOURNAL ENTERIES CORRECTIONS + RE-CLASSIFICATIONS
2008 GENERAL FUND JOURNAL ENTERIES CORRECTIONS + RE-CLASSIFICATIONS
2008 LIST OF BILLS ALL FUNDS
2008 GENERAL FUND VOIDED CHECKS (JAN-DEC)
2008 SEWER FUND CHECK REGISTER + CHECK JOURNALS (JAN-MARCH)
2008 A/R GENERAL + SCHOOL

2006-2007-2008 RECORDS FOR DESTRUCTION

2008 LIQUID FUELS

- * DEPOSITS
- * CHECK REGISTERS
- * BANK STATEMENTS
- * INVOICES
- * WINTER MAINT
- * ROAD REPAIR
- * JOURNALS
- * REIMB TO TOWNSHIP

2008 SPECIAL FUNDS EXPENDITURE STATEMENTS + JOURNALS (JAN-DEC)

2008 GENERAL FUND CHECK REGISTERS + CHECK JOURNALS (SEPT-DEC)

2008 GENERAL FUND CHECK REGISTERS + CHECK JOURNALS (APRIL-JUNE)

2008 PURCHASE ORDERS (JAN-JUNE)

2008 SEWER CONSTRUCTION FUND

- * BANK STATEMENTS
- * INVOICES
- * CHECK REGISTERS
- * JOURNALS