RESOLUTION 2018-07

RESOLUTION FOR RECORDS DISPOSAL
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 following records:

2005-2017 All Audit Records
2014-2017 Monthly Wells Fargo Records (excluding Year to date Single Records)
2016-2018 Daily Sewer Journals
2016-2018 Processed Checks from Quickbooks
2014-2018 Meeting Minutes
2017 Appeals

PASSED AND ADOPTED this 14th day of May, 2018 by the Board of Commissioners of Hopewell Township, Beaver County, Pennsylvania.

ATTEST

Marie S. Hartman

Marie Stratakis Hartman, P.E.
Hopewell Township Manager/Engineer

TOWNSHIP OF HOPEWELL
BOARD OF COMMISSIONERS

Richard Bufalini

Richard Bufalini, President
Hopewell Township Board of Commissioners

(seal)