

RESOLUTION R-2014-05

RECORDS DISPOSAL Hopewell Township, Beaver County, Pennsylvania

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

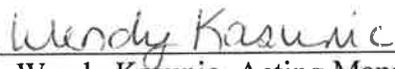
WHEREAS, by virtue of Resolution No. 2002-16, adopted November 4, 2002, the Township of Hopewell declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, and

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.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Hopewell, Beaver County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorize the disposition of the following public records:

1. Sewer records from 2006 as listed and described in attachment "A"
2. General Fund, Sewer Fund, Sewer Construction Fund, Park Fund and Liquid Fuels Fund records from 2006 as listed and described in attachment "B"

Attest:


Wendy Kasunic, Acting Manager


John Norman Kraus Jr., President
Hopewell Township Board of Commissioners

(Seal)

2006 Files to be destroyed

ATTACHMENT "A"

Assessment Records
2006

Bill copies
11/05-11/06

Bill Summaries/Adjustments
1/06-12/06

Cash Receipts Journals
01/06-12/06

Cash Receipts deposit stubs
1/06-12/06

Month end report summary
01/06-12/06

Sewer Assorted Misc Files:Goldberg files, sheriff sales,wickham flow project
2006

Sewer Authority Files
01/06-12/06

Sewer Bank Transmittals
4/06-12/06

Sewer month end/year end closings
01/06-12/06

Sewer School billings
01/06-12/06

Sewer Lien Letter Files
2006

Sharp Collections
10/05-10/06

Sludge Billings
01/06-12/06

Hopewell Twp. Authority files
1958-1965

ATTACHEMENT "B"

1. 2006 Accounts Payable records from the General, Sewer, Sewer Construction, Park, and Liquid Fuels Fund
2. 2006 Journal Entry Books
3. 2006 Bank Statements
4. 2006 Financial Statements, Budget Reports, and List of Bills
5. 2006 Receipt Books