

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

RESOLUTION 2026-03

DISPOSITION RESOLUTION FOR DESTRUCTION OF SPECIFIC RECORDS

RESOLVED by the Board of Supervisors of Lower Paxton Township, Dauphin County, Pennsylvania, that

WHEREAS, by virtue of Resolution No. 09-27, adopted July 7, 2009, Lower Paxton Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, and

WHEREAS, by virtue of Resolution No. 10-06, adopted February 2, 2010, Lower Paxton Township amended Resolution No. 09-27 to follow the revised Municipal Records Manual approved July 23, 2009, and

WHEREAS, by virtue of Resolution 21-23, adopted May 4, 2021, Lower Paxton Township, amended Resolution No.10-06 to follow the revised Municipal Records Manual as amended March 28, 2019, and as amended hereinafter from time to time, 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 Supervisors of Lower Paxton Township, Dauphin, County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the public records listed in Appendices A.

RESOLVED, this ____ day of _____ 2026.

ATTEST:

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

Secretary

Chair

SEAL

APPENIDIX A

| DEPARTMENT | RECORD TITLE | YEAR | TOTAL CUBIC FT. | # OF BOXES | RETENTION PERIOD (Yrs.) | PAGE/ SECTION |
|--------------------------------|--|-----------|-----------------|------------|-------------------------|---------------|
| Financial/purchasing | Sewer Accounts Payable | 2018 | 7 | 7 | 7 years | FN-9 |
| Financial/purchasing | Township Accounts Payable | 2018 | 6.5 | 6.5 | 7 years | FN-9 |
| Financial/purchasing | Deposit Slips | 2013-2014 | 2 | 2 | 7 years | FN-13 |
| Financial/purchasing | Deposit Slips | 2017-2018 | 1 | 1 | 7 years | FN-13 |
| Financial/purchasing | P&R Check Requests | 2018 | 1 | 1 | 7 years | FN-2 |
| Financial/purchasing | Accounts Receivables | 2018 | 1 | 1 | 7 years | FN-3 |
| Payroll | Vouchers/Reports | 2017-2018 | 7 | 7 | 7 years | PL-6 |
| Payroll | Attendance Records | 2016-2022 | 6 | 6 | 3 years | PL-14 |
| Administrative & Legal Records | Waste Collection-Calculations? Bids/Specs | 2018 | 1 | 1 | 6 years | AL-8 |
| Police | Forms | 2024-2025 | 0.25 | 0.25 | 30 Days | PO-25 |
| Police | Permits | 2022 | 0.5 | 0.5 | 3 years | PO-20 |
| Police | Accidents | 2021 | 0.25 | 0.25 | 5 years | PO-18 |
| Police | Vehicles | 2023 | 0.25 | 0.25 | 2 years | PO-18 |
| Police | Parking Tickets | 2024 | 0.5 | 0.5 | 1 year | PO-18 |
| Police | Written Warnings | 2023 | 1 | 1 | 2 years | PO-10 |
| Police | Sheets | 2022 | 2 | 2 | 3 years | PO-10 |
| Police | Hearing Reports | 2022 | 1 | 1 | 3 years | PO-10 |
| Police | fgd | 2023 | 0.5 | 0.5 | 2 years | PO-9 |
| Police | False Alarms | 2021 | 0.25 | 0.25 | 4 years | PO-5 |
| Police | Summary Cases | 2020 | 10 | 10 | 5 years | PO-8 |