

**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

APPENDIX 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