

**LOWER PAXTON TOWNSHIP
DAUPHIN COUNTY**

RESOLUTION 21-29

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,

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 record listed in Appendix A.

RESOLVED, this 5th day of October, 2021.

ATTEST:

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

Chris Judd, Secretary

Lowman S. Henry, Chairman

SEAL

Resolution 2021-29

Appendix - A

DEPARTMENT	RECORD TITLE	YEAR	# OF BOXES	RETENTION PERIOD (Yrs.)	PAGE/SECTION
Finance	Accounts Payable Reports	2013	10	3	PL-14
Finance	Time/Paysheets	2017	2	3	PL-14
Finance	Payroll Reports	2015	2	4	PL-5
Finance	Payroll Reports	2016	2	4	PL-5
Friendship Center	Membership Contracts	2017-2018	3	3	PR-7
Friendship Center	Canceled Membership Contracts	2017	4	3	PR-7
Friendship Center	Payroll Documents	2017	1	4	PL-5
Friendship Center	Guest & Day Passes	2017-2018	2	3	PR-7
Friendship Center/Parks & Recreation	Payroll Documents	2016	1	4	PL-5
Friendship Center/Parks & Recreation	Financials	2016	3	3	PR-7