

RESOLUTION NO. 2011-06

EAST ROCKHILL TOWNSHIP, BUCKS COUNTY

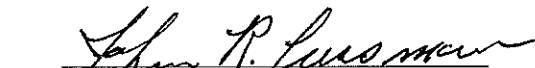
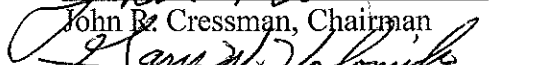
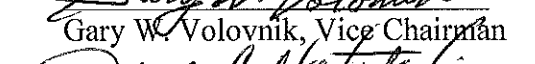
A RESOLUTION AUTHORIZING THE DESTRUCTION OF SPECIFIC TOWNSHIP RECORDS

WHEREAS, by virtue of Resolution No. 2009-09, adopted 3/17/2009, East Rockhill Township 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,

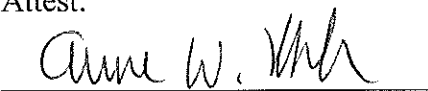
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED, that East Rockhill Township, Bucks County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records indicated in Exhibit "A" attached.

EAST ROCKHILL TOWNSHIP  
BOARD OF SUPERVISORS

  
John B. Cressman, Chairman  
  
Gary W. Volovnik, Vice Chairman  
  
James C. Nietupski, Member

Attest:

  
Secretary

East Rockhill Township  
Bucks County, Pennsylvania

DATE	DESCRIPTION	Retain	Eligible
1988-1998	Bids/Contracts for Paving, Fuel	6 years	2004
1990-1996	Trash Hauler Licenses	3 years	1999
1999	Retirement Plan	10 years	2009
1994-2006	Water Usage Records	5 years	2011
2000	Tax Reports, Payroll Info, Time Sheets	3-7 years	2007
2000	Golf Range and Sewer GL	7 years	2007
2000	1099 Info, State Fund Expenditures, Building Inspection Reports, Misc Correspondence	4 -7 years	2007
2001	Bids, Closed Escrows	6 years	2007
2001	Retirement Fund Information	10 years	2011
2001	Withholding Tax, Other Taxes	7 years	2008
2001	Driving Range, Sewer Receipts, Deposits, Statements	7 years	2008
2002	General Ledger	7 years	2009
2002	Monthly Journals	7 years	2009
2002	Expenditures Receipts	7 years	2009
2002	Payroll, Taxes Paid	4 years	2006
2002	Tax Collector Records, Capital Imp Expenditures	7 years	2009
2002	Banks Statements, Tax Claims	7 years	2009
2002	Sewer Journal Entries ( <i>2 blue binders</i> )	7 years	2009
2002	General Expenditures	7 years	2009
2002	Sewer Rceipts, Driveway Range	7 years	2009
2003	General Ledger	7 years	2009
2003	General Journal	7 years	2009
2003	General Journal	7 years	2009
2003	Sewer Revenue Billing ( <i>gray binder</i> )	7 years	2010
2003	Sewer Bills	7 years	2010
2003	Capitla Imp Receipts, General Fund Receipts, Golf Range, State Fund Receipts & Expenditures	7 years	2010
2003	General Fund Expenditures, Job Application	2 - 7 years	2010
2003	Payroll, Bank Statements, Road Material Bids	6-7 years	2010