

AMITY TOWNSHIP
RESOLUTION 16- 18

A RESOLUTION OF THE TOWNSHIP OF AMITY, BERKS COUNTY, PENNSYLVANIA, AUTHORIZING THE DISPOSITION OF RECORDS AS SET FORTH IN ORDINANCE #159, ESTABLISHING THE PROCEDURES FOR DISPOSITION OF RECORDS IN ACCORDANCE WITH THE “RETENTION AND DISPOSITION SCHEDULE FOR RECORDS OF PENNSYLVANIA MUNICIPALITIES” ISSUED ON DECEMBER 16, 2008, AS AMENDED.

WHEREAS, the Board of Supervisors of Amity Township, Berks County, Pennsylvania, enacted and approved Ordinance #159 on April 6, 1998, declaring the intent to follow the procedures for disposition of records as set forth in the “Retention and Disposition Schedule for Records of Pennsylvania Municipalities” issued on December 16, 2008, as amended, and empowered the Amity Township Board of Supervisors with the ability to approve each individual act of disposition; and

WHEREAS, it is the intention of the Board of Supervisors of Amity Township, Berks County, Pennsylvania, to dispose of the records as listed herein, as provided for in the “Retention and Disposition Schedule for Records of Pennsylvania Municipalities.”

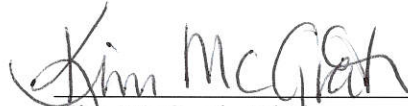
NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Supervisors of Amity Township, Berks County, Pennsylvania, that the records custodian for Amity Township, the Township Manager, is authorized to hereby dispose of the records listed herein in an appropriate and acceptable manner.

BE IT FURTHER RESOLVED that no other records except those listed herein will be disposed of without further approval and Resolution.

All Bank Statements	2004-2008
All Canceled Checks	2000-2007
All Payroll Records	2003-2008
All Tax Duplicates	2005-2012
All Liquid Fuels Records	1996, 1999, 2000, 2002-2008
All Cash Receipt Journals	2002-2011
All Cash Receipts-checks	2013-2015
All Accounts Payable Records	2002-2008
All Utility Billing Registers	2006-2007
All Accounts Receivable invoices	2007-2008
All Tax Collector Monthly Reports	2005-2008
All Internal Financial Statements	2005-2012
Including Journals	
All Real Estate Transfer Reports	2001-2012
All Park Usage Forms	2005-2012

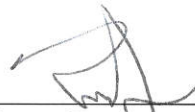
DULY ADOPTED AND APPROVED this 6th day of April, 2016.

AMITY TOWNSHIP BOARD OF SUPERVISORS




Kim McGrath, Chairman

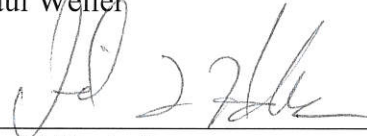
Richard Gokey, Vice Chairman



Terry Jones

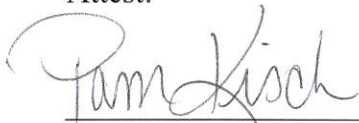


Paul Weller



David Hackett

Attest:



Secretary of Amity Township

I, Pam Kisch, Secretary of the Board of Supervisors of the Township of Amity, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Board of Supervisors of the Township of Amity, Berks County, Pennsylvania, on April 6th, 2016.

Witness my hand and the seal of said Township this 6th day of April, 2016.



Pam Kisch, Secretary