

AMITY TOWNSHIP

RESOLUTION 19- 13

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	2010-2011
All Canceled Checks	2009-2011
All Payroll Records	2010-2011
All Tax Duplicates	2008, 2014-2015
All Liquid Fuels Records	2010-2011
All Cash Receipt Journals	2013-2015
All Cash Receipts-checks	2016-2018
All Accounts Payable Records	2010-2011
All Utility Billing Registers	2009-2011
All Accounts Receivable invoices	2009-2011
All Tax Collector Monthly Reports	2009-2010
All Internal Financial Statements Including Journals	2014-2015
All Real Estate Transfer Reports	2014-2015
All Park Usage Forms	2013-2016

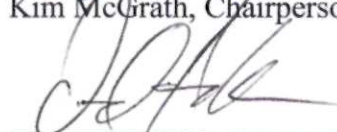
All Non-Construction Contract Files, Bids, 2003-2013
Proposals, Price Quotations and
Qualified Contractor Memoranda
All Right-to-Know Requests 2013-2016

DULY ADOPTED AND APPROVED this 21st day of August, 2019.

AMITY TOWNSHIP BOARD OF SUPERVISORS



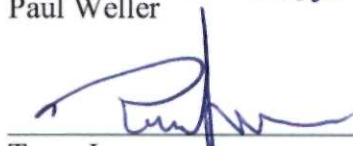
Kim McGrath, Chairperson



Dave Hackett, Vice Chair



Paul Weller



Terry Jones



Kevin Keifrider

Attest:



Pamela L. Kisch, Township Secretary of Amity Township

I, Pamela L. 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 August 21, 2019.

Witness my hand and the seal of said Township this 21st day of August, 2019.



Pamela L. Kisch, Township Secretary