

AMITY TOWNSHIP

RESOLUTION 20- 10

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 | 2012 |
| All Canceled Checks | 2012 |
| All Payroll Records | 2012 |
| All Tax Duplicates | 2016 |
| All Liquid Fuels Records | 2012 |
| All Cash Receipt Journals | 2016 |
| All Cash Receipts-checks | 2019 |
| All Accounts Payable Records | 2012 |
| All Utility Billing Registers | 2012 |
| All Accounts Receivable invoices | 2012 |
| All Tax Collector Monthly Reports | 2012 |
| All Internal Financial Statements | 2016 |
| Including Journals | |
| All Real Estate Transfer Reports | 2016 |
| All Park Usage Forms | 2017 |

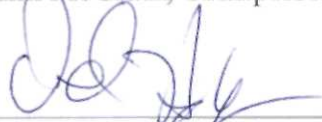
All Non-Construction Contract Files, Bids, Proposals, Price Quotations and Qualified Contractor Memoranda 2014
All Right-to-Know Requests 2017
All New Home Permits and Plans Prior to 2015 2014 and older
All Residential Permits Prior to Permit Manager 2005 and older

DULY ADOPTED AND APPROVED this 4th day of March 2020.

AMITY TOWNSHIP BOARD OF SUPERVISORS



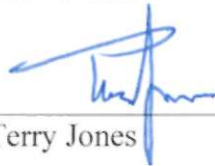
Kim McGrath, Chairperson



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 March 4, 2020.

Witness my hand and the seal of said Township this 4th day of March, 2020.


Pamela L. Kisch, Township Secretary