

AMITY TOWNSHIP

RESOLUTION 21- 15

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.

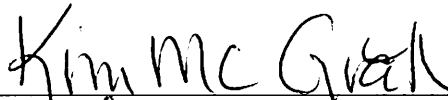
BE IT FURTHER RESOLVED that no other records except those listed herein will be disposed of without further approval and Resolution.

All Bank Statements	2013
All Canceled Checks	2013
All Payroll Records	2013
All Tax Duplicates	2017
All Liquid Fuels Records	2013
All Cash Receipt Journals	2017
All Cash Receipts-checks	2020
All Accounts Payable Records	2013
All Utility Billing Registers	2013
All Accounts Receivable invoices	2013
All Tax Collector Monthly Reports	2013
All Internal Financial Statements	2017
Including Journals	
All Real Estate Transfer Reports	2017
All Park Usage Forms	2017

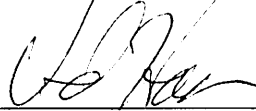
All Non-Construction Contract Files, Bids, Proposals, Price Quotations and Qualified Contractor Memoranda 2015
All Residential Permits, Plans and Applications Prior to 2016
All Commercial Property Insurance Policies May 2014- May 2015

DULY ADOPTED AND APPROVED this 16th day of June 2021.

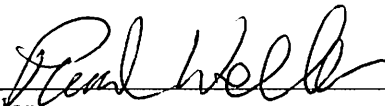
AMITY TOWNSHIP BOARD OF SUPERVISORS



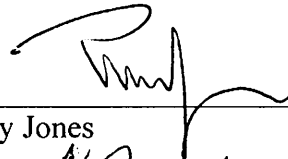
Kim McGrath, Chairperson



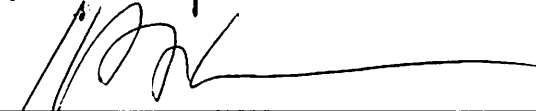
Dave Hackett, Vice Chair



Paul Weller

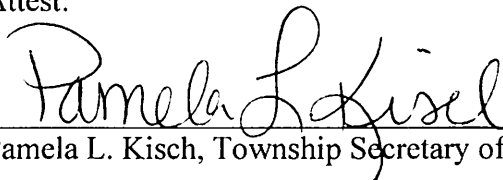


Terry Jones



Kevin Keifrider

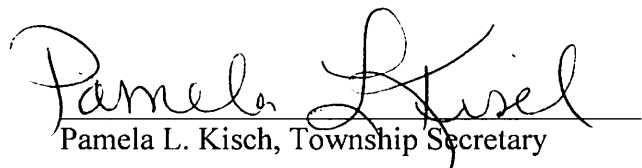
Attest:



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 June 16, 2021.

Witness my hand and the seal of said Township this 16th day of June, 2021.



Pamela L. Kisch, Township Secretary