

AMITY TOWNSHIP

RESOLUTION 22- 11

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	2014
All Payroll Records	2014
All Tax Duplicates	2018
All Liquid Fuels Records	2014
All Cash Receipt Journals	2018
All Cash Receipts-checks	2021
All Accounts Payable Records	2014
All Utility Billing Registers	2014
All Accounts Receivable invoices	2014
All Tax Collector Monthly Reports	2014
All Internal Financial Statements	2018
Including Journals	
All Real Estate Transfer Reports	2018
All Park Usage Forms	2018
All Non-Construction Contract Files, Bids, Proposals, Price Quotations and Qualified Contractor Memoranda	2014

All Residential Permits, Plans and  
Applications

Prior to 2017


All Commercial Property Insurance Policies


May 2015- May 2016


DULY ADOPTED AND APPROVED this 15<sup>th</sup> day of June 2022.


AMITY TOWNSHIP BOARD OF SUPERVISORS

  
\_\_\_\_\_  
Kim McGrath, Chairperson

  
\_\_\_\_\_  
Dave Hackett, Vice Chair

  
\_\_\_\_\_  
Paul Weller

  
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Terry Jones


  
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Kevin Keifrider

Attest:

  
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Pamela L. Kisch, Township Secretary

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 15, 2022.

Witness my hand and the seal of said Township this 15<sup>th</sup> day of June, 2022.

  
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Pamela L. Kisch, Township Secretary