

AMITY TOWNSHIP
RESOLUTION 23-28

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 | 2015 and 2016 |
| All Cancelled Checks | 2015 and 2016 |
| All Payroll Records | 2015 and 2016 |
| All Liquid Fuels Records | 2015 and 2016 |
| All Cash Receipt Journals | 2019 |
| All Cash Receipts-checks | 2022 |
| All Accounts Payable Records | 2015 and 2016 |
| All Utility Billing Registers | 2015 |
| All Accounts Receivable invoices | 2015 |
| All Tax Collector Monthly Reports | 2015 |
| All Internal Financial Statements | 2019 |
| Including Journals | |
| All Real Estate Transfer Reports | 2019 |
| All Park Usage Forms | 2019 and 2020 |
| All Non-Construction Contract Files, Bids, Proposals, Price Quotations and Qualified Contractor Memoranda | 2015 |

All Residential Permits, Plans and
Applications

2018 and 2019

All Commercial Property Insurance Policies

May 2016 to May 2017

All Employee Health Care Rates and Claim Fund Reports

2015

Employee Personnel Files as follows:

Troy Battistoni

Caleb Edwards

Paul Darrah III

Ralph Hartzell

Alexander Jenson

Eric Rusiewicz

Lou Shaner

David Shay

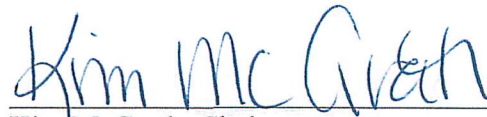
Jean Svetecz

All Right-to-Know Requests

2017 to 2021

DULY ADOPTED AND APPROVED this 20th day of December, 2023.

AMITY TOWNSHIP BOARD OF SUPERVISORS



Kim McGrath, Chairperson

Dave Hackett, Vice Chair



Paul Weller

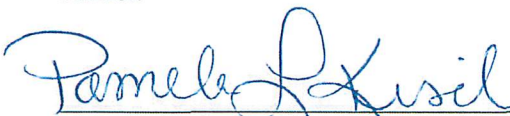


Terry Jones



Kevin Keifrid

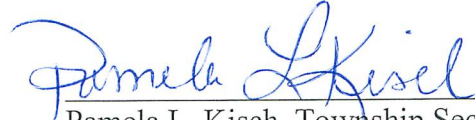
Attest:



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 December 20, 2023.

Witness my hand and the seal of said Township this 20th day of December, 2023.



Pamela L. Kisch, Township Secretary