

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2016-28

**A RESOLUTION TO DISPOSE OF CERTAIN PUBLIC RECORDS
IN ACCORDANCE WITH THE MUNICIPAL RECORDS ACT AND
THE MUNICIPAL RECORDS MANUAL, AS AMENDED**

WHEREAS, Worcester Township (“Township”) declared its intent to follow the public records retention schedule and disposal procedures as set forth in the *Municipal Records Manual*, as last revised, and as published by the Pennsylvania Historical and Museum Commission; and,

WHEREAS, in accordance with Act 428 of 1968, as last amended, each individual act of public record disposition shall be approved by a resolution adopted by the governing body;

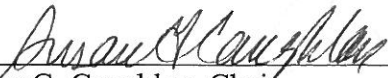
NOW, THEREFORE, BE IT RESOLVED: the Board of Supervisors hereby authorizes the Township Secretary to dispose of the following public records:

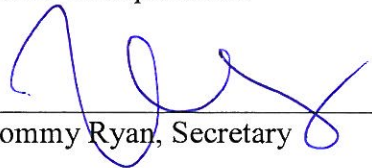
- AL-1(2)** General correspondence files and housekeeping records - 2010 and prior
- AL-8(1)** Bids, Proposals, Price Quotes and Qualified Contractor Memos - 2002 and prior
- AL-8(2)** Bid Contracts and Agreements - 2002 and prior
- AL-12(4)** Ethics Commission Statements of Financial Interest - 2010 and prior
- AL-17** Insurance Policies - 2010 and prior
- AL-20** Liquid Fuel Tax Records - 2008 and prior
- AL-24(2)** Recordings of Public Meetings - 2015 and prior
- AL-35** Public Meeting/Hearing Notices and Proof of Publications - 2005 and prior
- AL-46** Right to Know Requests - 2012 and prior
- FN-2** Accounts Payable Files and Ledgers - 2008 and prior
- FN-3** Accounts Receivable Files and Ledgers- 2008 and prior
- FN-8** Balance Sheet - 2008 and prior
- FN-9** Bank Statements and Reconciliations - 2008 and prior
- FN-10** Cancelled Checks - 2008 and prior

- FN-11** Check Registers - 2008 and prior
- FN-13** Deposit Slips - 2008 and prior
- FN-18** Purchase Order Files - 2008 and prior
- PS-10** Job Descriptions and Announcements - 2013 and prior
- TA-6** Tax Ledgers and Related Records - 2000-2006
- TA-13** Tax Collector's Reports - 2000-2006

RESOLVED THIS 17TH DAY OF AUGUST, 2016.

FOR WORCESTER TOWNSHIP

By: 
Susan G. Caughlan, Chair
Board of Supervisors

Attest: 
Tommy Ryan, Secretary