

**TOWNSHIP OF WORCESTER
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION 2017-06

**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 General correspondence files and housekeeping records - 2011
- AL-8 Bids, Proposals, Price Quotes and Qualified Contractor Memos, Contracts and Agreements - 2003
- AL-12 Ethics Commission Statements of Financial Interest - 2011
- AL-20 Liquid Fuel Tax Records - 2009
- AL-24 Recordings of Public Meetings - 2016
- AL-35 Public Meeting/Hearing Notices and Proof of Publications - 2006
- AL-46 Right to Know Requests - 2013 and 2014
- FN-2 Accounts Payable Files and Ledgers - 2009
- FN-3 Accounts Receivable Files and Ledgers - 2009
- FN-8 Balance Sheet - 2009
- FN-9 Bank Statements and Reconciliations - 2009
- FN-10 Cancelled Checks - 2009
- FN-11 Check Registers - 2009
- FN-13 Deposit Slips - 2009

- FN-18** Purchase Order Files - 2009
- PL-2** Employee Payroll Adjustment Records - 2012
- PL-5** Payroll Earnings and Deductions Register - 2012
- PL-14** Time Cards and Attendance Records - 2012
- PL-16** Wage & Tax Statements - 2012
- PS-2** Applications for Employment (Not Hired) - 2014 and prior
- PS-10** Job Descriptions and Announcements - 2014 and prior

RESOLVED THIS 15TH DAY OF FEBRUARY, 2017.

FOR WORCESTER TOWNSHIP

By: 
Susan G. Caughlan, Chair
Board of Supervisors

Attest: 
Tommy Ryan, Secretary