

MIDDLESEX TOWNSHIP, CUMBERLAND COUNTY
PENNSYLVANIA

RESOLUTION NO. 2017 - 5

A RESOLUTION OF THE BOARD OF TOWNSHIP SUPERVISORS
OF THE TOWNSHIP OF MIDDLESEX, CUMBERLAND COUNTY,
PENNSYLVANIA AUTHORIZING THE DISPOSITION OF SPECIFIC
PUBLIC RECORDS.

WHEREAS, the Middlesex Township Board of Supervisors on November 21, 2008 enacted Resolution No. 2008 - 20 adopting the Pennsylvania Historical and Museum Commission's Retention and Disposition Schedule for Records of Pennsylvania Municipalities (the "Retention and Disposition Schedule"), as such Retention and Disposition Schedule shall be amended, supplemented and re-designated from time to time; and

WHEREAS, Title 53 P.S. Section 1386(a) of the Municipal Records Act requires that each individual act of disposition shall be approved by the govern body of the municipality; and

WHEREAS, Middlesex Township desires to authorize the disposition of those records specified in this Resolution, which records, due to their age, are subject to disposition in accordance with the Retention and Disposition Schedule by being beyond the required time period for retention.

NOW THEREFORE, be it and it is hereby RESOLVED as follows:

1. The Board of Supervisors hereby authorizes the disposition of the following public records: **Daily logs, criminal lists, accident reports, citations, electronic certifications for speed timing devices, uniform crime reporting, tax duplications, personnel files, payroll records, right to know requests, bank statements and reconciliations, cancelled checks, check registers, accounts payable files and ledgers, park program files and park use records.**

RESOLVED AND ADOPTED this 3rd day of January, 2017 by the Board of Township
Supervisors in public meeting duly assembled.

ATTEST:

Ellen M. Hault
Township Secretary

MIDDLESEX TOWNSHIP

By: *Donald S. Geistwhite Jr.*
Donald S. Geistwhite Jr., Chairman

(Township Seal)