

MIDDLE SMITHFIELD TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 03 -2024- 2

**RESOLUTION AUTHORIZING DISPOSITION OF CERTAIN RECORDS**

The Board of Supervisors of Middle Smithfield Township, Monroe County, Pennsylvania, hereby adopts the following Resolution at its regular meeting held on 3/28/ 2024 at 7:00 P.M., at the Middle Smithfield Township Municipal Center, to wit:

**WHEREAS**, by virtue of Resolution No. 09-2019-4, adopted September 26, 2019, the Township of Middle Smithfield declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual, as amended on March 28, 2019, and

**WHEREAS**, in accordance with the Act of December 19, 1996, P.L. 1158, No. 177, as amended, found at 53 Pa.C.S.A. 1381, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Middle Smithfield Township, Monroe County, Pennsylvania, in accordance with the above cited Municipal Records Manual hereby authorizes the disposition of the following public records:

<b>Record title or description</b>	<b>Dates</b>
Satisfied Sewer Liens	2000-2022
Right To Know Requests	2012-2020
Personnel Files for Employees with No Post Termination Benefits	1988-2017
Employment Eligibility Verification (I-9) Former Employees	2007-March 2021

**IN WITNESS WHEREOF**, the aforesaid Resolution is hereby adopted as of the day and year first above set forth.

(SEAL)

*Michele L. Clewell*

Michele L. Clewell, Secretary

**TOWNSHIP OF MIDDLE SMITHFIELD**

*Annette Atkinson*  
Annette Atkinson, Chairperson

*Mark Oney*  
Mark Oney, Vice Chairperson

*Michael J. Dwyer*  
Michael J. Dwyer, Supervisor