

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:

Record title or description

Satisfied Sewer Liens

Right To Know Requests

Personnel Files for Employees with No Post Termination Benefits

Employment Eligibility Verification (I-9) Former Employees

Dates

2000-2022


2012-2020

1988-2017

2007-March 2021

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

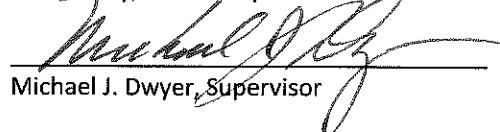
(SEAL)


Michele L. Clewell, Secretary

TOWNSHIP OF MIDDLE SMITHFIELD


Annette Atkinson, Chairperson


Mark Oney, Vice Chairperson


Michael J. Dwyer, Supervisor