

MIDDLE SMITHFIELD TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 03 -2025- 4

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 3/13/ 2025 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:

<u>Record title or description</u>	<u>Dates</u>
Berkheimer Audits	1969-2010
Various Agency Audits	2007-2008
Monroe County Control Center Audit	2009
MST Audit Reports	2010-2017
Golf Course/Pro shop Sales Tax Revenue Reports	2010-2017
Tax Anticipation Note	1991, 2010, 2011, 2012-
Township Insurance Policies	1979-1987, 1990-1993, 1997, 2000-2002, 2012-2014
Township Insurance Valuation Reports	1995, 1997, 1999, 2000-2017
1099 Forms (copies)	2012
Monroe County Tax Assessment Appeals	2012-2015
Tax Collector Reports	2012-2017
Tax Claim Bureau Reports	2013
Credit Card Statements	2013-2015
All Township AP & AR Fund Accounts	2014
Bank Deposit Reports	2015
Budget Notes	2016-2020
Real Estate Transfer Tax Reports	2017
Real Estate Tax Collection Records	2017
General Fund Deposits, R/E Transfers & Bank Statements	2017
All Township Fund Accounts Payables & Receivable Records	2017
Payroll Records, Reports, & Time Sheets	2010, 2014-2017
Analytical Reports issued by the Sewage Treatment Plant Operator	2001, 2006, 2008, 2010, 2011, 2013 & 2014
Released Liens issued by the MST Sewer Department	2020-2023
Employment Applications & Resumes (Not hired)	2021-2022

Right To Know Requests

Former Employee Medical Files-No-Post Retirements Benefits

2022

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

(SEAL)

Michele L. Clewell

Michele L. Clewell, Secretary

Annette Atkinson  
Annette Atkinson, Chairperson

Mark Oney

Mark Oney, Vice Chairperson

Michael J. Dwyer  
Michael J. Dwyer, Supervisor