

MIDDLE SMITHFIELD TOWNSHIP
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 12-2021-2

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 December 2, 2021 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> |
|---|--------------|
| Comprehensive Plan Internal Work Paper | 2007 |
| Draft zoning Ordinance and Notes | 2010-2020 |
| Revisions of Unsigned Minor, Major and Land Development Plans | 2015-2021 |

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

Mike Dwyer
MIKE DWYER, Supervisor

Re do a Resolution
11/18

Michele Clewell

From: Ryan Fields <RFields@KingSpry.com>
Sent: Monday, October 25, 2021 9:37 AM
To: Michele Clewell
Cc: Dana Reinhart; Robin Hester
Subject: RE: Disposition of records

Hi Michele,

Just wanted to follow-up on this. Based on our discussion and additional review, my comments for disposition of the remaining documents would be as follows:

- 2007 Comprehensive Plan internal work papers – it sounded from our discussion like there is a box with many documents in it, most of which are internal notes of various staff members. To the extent the documents are internal personal notes of staff, they can be disposed of. Other documents would require additional review and should be maintained pending review. If you have any samples of the remaining documents, you can send via email. Or we can discuss them further over the phone so that I can get a better sense of what remains.
- Draft Zoning Ordinance and notes – these documents can be disposed of, as they would not be considered public documents under the statute.
- Unsigned plans – as long as the official signed plans are retained, any unsigned documents can be disposed of.

Feel free to reach out with additional questions or concerns.

Ryan K. Fields, Esquire
Associate Attorney | King, Spry, Herman, Freund & Faul, LLC
One West Broad Street, Suite 700 | Bethlehem, PA 18018
W: (610)332-0390 | F: (610)332-0314



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From: Ryan Fields
Sent: Friday, October 15, 2021 10:00 AM
To: Michele Clewell <mclewell@mstowship.com>
Cc: Dana Reinhart <dreinhart@kingspry.com>; Robin Hester <Robin@Kingspry.com>
Subject: Disposition of records

Hi Michele,

Hope you're doing well. There are a few sets of records that we recommended against disposing until we could review further. Those records were:

- 2007 Comprehensive Plan Internal Work Papers
- Draft Zoning Ordinance and Notes

- Unsigned Plans

Could you give me a call to discuss the above records so we can get a better understanding of exactly what you have for purposes of disposition?

Best,

Ryan K. Fields, Esquire
Associate Attorney | King, Spry, Herman, Freund & Faul, LLC
One West Broad Street, Suite 700 | Bethlehem, PA 18018
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DES-CPR, INC.
"Community Partners in Recycling"

400 Powerhouse Lane
Stroudsburg, PA 18360
(570) 421-2912 * Fax (570) 424-5664

**CERTIFICATE OF CONFIDENTIAL
DESTRUCTION**

by

Community Partners in Recycling

Customer: MIDDLE SMITHFIELD TOWNSHIP

Address: EAST STROUDSBURG, PA

SHRED OF DOCUMENTS FOR TOWNSHIP

October 2021 Cleanup Day

ALL FILES DESTROYED

ON-SITE

Certificate of Confidential Destruction: I certify that the above described documents having a certified weight of 641 lbs. and meeting the identification and description above, have been received and destroyed.

**THANK YOU
FOR USING
DES-CPR**



Susan Faukberger
Authorized Signature
Date October 2, 2021