

MIDDLE SMITHFIELD TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 02-2021-1

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 February 11, 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>
Real Estate Tax Records	2013
General Fund, Sewer Fund, Golf Fund: A/P & A/R	2013
Bank Receipts	2011-2012
Regional Water Study	1996
Employment Applications (not hired)	2010, 2011, 2015, 2016, 2017, 2018

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

(SEAL)

Michele 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

*Dawn M. Arnst, Tax Collector  
Middle Smithfield Township  
326 Frutchey Drive  
P.O. Box 1279  
Marshalls Creek, PA 18335  
570-223-0675*

*January 4, 2021*

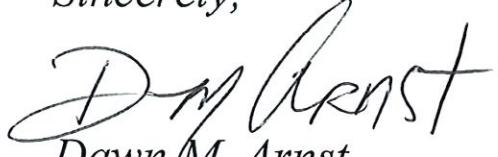
*Middle Smithfield Township Supervisors  
147 Municipal Drive  
East Stroudsburg, PA 18302*

*Re: Disposal of All Tax Records for the year 2013*

*Dear Supervisors,*

*I am requesting permission to dispose of all my Real Estate Tax Collection records for the year 2013.*

*Sincerely,*

  
*Dawn M. Arnst*