

MIDDLE SMITHFIELD TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA

**RESOLUTION NO. 02-2017-3**

**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 23, 2017 at 7:00 P.M., at the Middle Smithfield Township Municipal Center, to wit:

**WHEREAS**, by virtue of Resolution No. 05-2009-2, 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 approved on December 16, 2008; 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><u>Record title or description</u></b>	<b><u>Dates</u></b>	<b><u>Cubic feet</u></b>
Real estate tax collection records	2009	5.0
Sewer Fund Payables, Receipts, Registers	2009	4.0
General Fund Payable, Receipts, Registers	2008	2.0
Liquid Fuels Payables, Receipts, Registers	1996-2006	2.0
Monroe County Traffic Studies	1981-1992	.5
Draft MST Comprehensive Plan	1992, 1997, 1998, 1999	1.0
Draft SALDO	2004	.5
Unsigned Land Development Plans	2016	.5
Job Applications; Not Hired	2012-2014	1.0
RFP Zoning Ordinance Modification (not awarded)	2001	.25
TDR Sample Ordinance	2001	.25
Monroe County Vector Control Correspondences	2001	.25
Draft Zoning Ordinance	2004	.25
Draft Landscape Ordinance Copies	2000	.50
Landscape Manuals	1989	.50
RFP for Curbside Collection & Recycling (not awarded)	2000	.50
Monroe County List of Waste Haulers	2005	.25

PA DEP Grant Information; How to apply	2001	.25
Building Code Application Forms from Misc. Twps.	2002	.25
Lehigh Valley Inspections Services RFP (not awarded)	2003	.25
Vendor Credit Applications	2000-2004	.25
Personnel Daily Worksheets	2013	2.0
Payroll Records	1999-2009	6.0
Bids Awarded (cleanup, stone, blacktop, tar & chip, guide rail, equipment rental, line stripping, salt,	2002-2009	1.0
Micro Surfacing Contracts	2005	.25
Township Audits	1990-2009	1.0
MSTMA and General Fund Payables	2008	2.0

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

**TOWNSHIP OF MIDDLE SMITHFIELD**

  
\_\_\_\_\_  
ANNETTE ATKINSON, Chairperson

  
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MICHAEL DWYER, Vice Chairperson

  
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MARK ONEY, Supervisor

(TOWNSHIP SEAL)

  
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Michele L. Clewell, Township Secretary