

MIDDLE SMITHFIELD TOWNSHIP
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 04-2016-5

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 April 28, 2016 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:

<u>Record title or description</u>	<u>Dates</u>	<u>Cubic feet</u>
Real estate tax collection records	2008	5.0
Election results	1988-2012	1.0
Unsigned Mylar plans		1.0
Monroe County Municipal Waste Management Authority Waste Haulers List	1993	.5
Central Sewer Credit Card Authorization Forms	2013-2015	.5
Public Works Department; Daily Time Sheets	2004-2012	15.0
Draft Budgets & Work Papers	2009-2015	.5

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


MICHAEL DWYER, Vice Chairperson


MARK ONEY, Supervisor

(TOWNSHIP SEAL)


Michele L. Clewell, Township Secretary