

MIDDLE SMITHFIELD TOWNSHIP
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 02-2023-2

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 February 9, 2023 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>
Liquid Fuels checks on closed account	#2070 - #2500
Golf Course checks on closed account	#1014 - #1250
M&T Investment Group monthly statements	2012
Golf Course meeting notes, daily sales sheet and, tee sheets	2012
Golf Course membership applications and financial ledgers	2012
Golf course meeting notes, membership lists and P & L	2013
Sewer Department bank statements	2013
Sewer Department Quickbooks internal reports	2013

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

Michael J. Dwyer
MICHAEL J. DWYER, Supervisor