

Resolution No. 2017-6
BOROUGH OF ELIZABETHTOWN
LANCASTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH OF ELIZABETHTOWN INDICATING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008 (AS AMENDED JULY 23, 2009), AND AUTHORIZING THE DISPOSAL OF SEVERAL RECORDS IN ACCORDANCE WITH THIS SCHEDULE

WHEREAS, by virtue of this Resolution, Elizabethtown Borough declares 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 (as amended July 23, 2009); and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED that the Borough Council of the Borough of Elizabethtown, Lancaster County, in accordance with above-cited Municipal Records Manual authorizes disposition of the following:

- | | |
|---|------------------------------------|
| a. Canceled insurance policies
prior to 2012 | g. 2009 Financial Reports |
| b. 2007-2009 Settlements | h. 2009 Journal Vouchers |
| c. 2007-2009 Receipt Books | i. 2009 Parcel Changes |
| d. 2009 Bank Statements | j. 2009 Payroll Records |
| e. 2009 Customer list from
Tubs billing system | k. 2009 Timesheets |
| f. 2009 Deferred Compensation
Employee Contributions | l. 2009 Utility Billing & Receipts |
| | m. 2009 Vendor List |

DULY ADOPTED this 16th day of March, 2017, by the Borough of Elizabethtown in lawful session duly assembled.

ELIZABETHTOWN BOROUGH

ATTEST: P. Ryan
Secretary

BY: [Signature]
Council President

[BOROUGH SEAL]