

TOWNSHIP OF LOWER MERION
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION NO. _____

WHEREAS, the Pennsylvania Local Government Records Committee approved a Municipal Records Manual on July 16, 1993 that sets forth schedules and procedures for the disposition of municipal records, 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 IT RESOLVED that the Board of Commissioners of the Township of Lower Merion, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

RECORDS TO BE DESTROYED IN 2017

PUBLIC WORKS DEPARTMENT

YEAR (S)	DESCRIPTION	# OF BOXES	RETENTION	STORED ELECTRONICALLY
2010	CASH RECEIPT BATCHES	1	7	YES
2013	AP BATCHES	1	3	YES
2014	AP BATCHES	1	3	YES
2012	HIGHWAY PERMITS	1	5	NO

Dated this _____ day of October, 2017.

Attest: _____
Jody L. Kelley
Township Secretary

By: _____
Daniel S. Bernheim
President, Board of Commissioners