

TOWNSHIP OF LOWER MERION

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 2019

TAX COLLECTORS OFFICE

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2016	Tax bills	3	Yes
2016	Notices sent to taxpayers	3	Yes
2016	Address changes	3	Yes

POLICE DEPARTMENT

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2010/2011	Accounts Receivable and Payable	2	No
2016	Traffic Violation Notices	3	No
2016	Citations	3	Yes
2015	Case Files	10	Yes
Various	Retired Detective Case Files	5	Yes

PUBLIC WORKS

YEAR	DESCRIPTION	# OF BOXES	STORED ELECTRONICALLY
2015	Accounts Payable	1	Yes
2011	Accounts Receivable	1	Yes
2009-2013	Day Sheets	5	No
2013	Plans/Permits	1	No
2013	Highway Permits	1	No

RESOLVED, this ____ day of _____, 2019.

TOWNSHIP OF LOWER MERION
BOARD OF COMMISSIONERS

By: _____
Daniel S. Bernheim, President

ATTEST:

Jody L. Kelley, Township Secretary