

**SPRING GARDEN TOWNSHIP  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023- 15**

**A RESOLUTION AUTHORIZING THE DISPOSITION OF MUNICIPAL RECORDS IN ACCORDANCE  
WITH THE HISTORICAL AND MUSEUM COMMISSION ACT OF 1968.**

**WHEREAS**, by virtue of Resolution 2009-11, adopted August 12, 2009, Spring Garden Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Spring Garden Township Document Retention Policy;

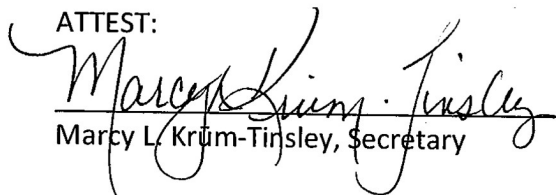
**WHEREAS**, in accordance with the Policy, each individual act for disposition shall be approved by resolution of the Board of Commissioners for Spring Garden Township.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Commissioners of Spring Garden Township, York County, Pennsylvania, in accordance with the above-cited Policy, hereby authorizes the disposition of the following public records:

<b>Dates</b>	<b>Type</b>	<b>Quantity</b>
2003	Copies Of traffic citations, incident reports and calls for service	4 boxes = 25,000 pages
2015-2017	Residential Sewer Connect Permits	200 pages
1960-1986	Residential Building Permits	6 boxes = 37,500 pages
2016	Residential Building Plans	152 pages
2015	Accounts Payable/Receivable Files and Ledgers	5,000 pages
2015	Bank Account Deposits	4,000 pages
2015	Bank Statements and Reconciliations	1,250
2015	Payroll Register, time cards, attendance	2,000
2019	Tax Bills – Paid Receipts	1,000
2020	Right-to-Know Requests	100

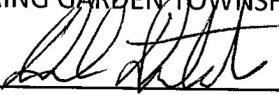
**Duly adopted** this 14<sup>th</sup> day of June, 2023.

ATTEST:

  
\_\_\_\_\_  
Marcy L. Krüm-Tinsley, Secretary

(SEAL)

SPRING GARDEN TOWNSHIP

By:   
\_\_\_\_\_  
David Detwiler, Vice President

