

**TOWNSHIP OF LOWER MACUNGIE
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-30
(Duly Adopted April 21, 2022)**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF LOWER
MACUNGIE TOWNSHIP, LEHIGH COUNTY PROVIDING FOR THE
DISPOSITION OF SPECIFIC DOCUMENTS AND RECORDS ACCORDING TO
THE MUNICIPAL RECORDS MANUAL.**

WHEREAS, by virtue of Lower Macungie Township Resolution No. 2010-27, Lower Macungie Township has declared its intent to follow the schedules and procedures for the disposition of documents and records set forth in the Municipal Records Manual issued by the Local Government Records Committee; and

WHEREAS, in accordance with the Municipal Records Act (Act 428 of 1968) and the Municipal Records Manual, each individual act of records disposition must be approved by resolution of the municipality; and

WHEREAS, Lower Macungie Township desires to dispose of certain public documents and records, in accordance with the Municipal Records Manual.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Lower Macungie Township, in accordance with the Municipal Records Manual, authorizes the stated disposition of the following public documents and records:

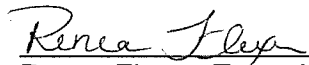
MRM#	Record Description	Cubic Feet	Age\Status	Action\Disposition
PL-14	Timesheets	6	2019 & prior	Destroy by Shredding
FN-2	Accounts Payable	36	2015 & prior	Destroy by Shredding
AL-14	Sewer Reimbursement	.3	2015 & prior	Destroy by Shredding
FN-3	Revenue	10	2015 & prior	Destroy by Shredding
AL-8	Bids-Fog Seal	.66	2016 & prior	Destroy by Shredding
AL-8	Bids- Bituminous Road & Crush Stone	.66	2016 & prior	Destroy by Shredding
AL-8	Bids-Crack Seal	.66	2016 & prior	Destroy by Shredding
AL-8	Bids-Paving Equipment Rental	.33	2016 & prior	Destroy by Shredding
AL-8	Bids-Seal Coat Equipment Rental	.33	2016 & prior	Destroy by Shredding
AL-8	Bids-Cold Mill Recycling	.33	2008 & prior	Destroy by Shredding
AL-8	Bids-Type 2-s Guiderail, various locations	.33	2007	Destroy by Shredding
AL-8	Bids-Infield Mix, LV CoOp	.33	2009 & prior	Destroy by Shredding
AL-8	Bids-Pool Chemicals, LV CoOp	.33	2008	Destroy by Shredding
AL-8	Bids-Lawn Mowing/Grass Cutting	.66	2015 & prior	Destroy by Shredding
AL-8	Bids-Leaf Collection	.66	2007 & prior	Destroy by Shredding
AL-8	Bids-Ultra Thin/Nova Chip	.66	2015 & prior	Destroy by Shredding
AL-8	Bids-Pavement markings/Line striping	1	2016 & prior	Destroy by Shredding
AL-8	Bids-Gas, Diesel, Fuel Oil	1	2012 & prior	Destroy by Shredding
AL-8	Bids-Micro Surfacing	1	2015 & prior	Destroy by Shredding

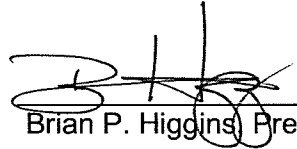
MRM#	Record Description	Cubic Feet	Age\Status	Action\Disposition
AL-8	Bids-Sodium/Salt	1	2015 & prior	Destroy by Shredding
PL-5	Payroll	.2	2014 & prior	Destroy by Shredding
PL-11	Payroll	.1	2014 & prior	Destroy by Shredding
PL-12	Payroll	.1	2014 & prior	Destroy by Shredding
PL-16	Payroll	.1	2014 & prior	Destroy by Shredding
PL-17	Payroll	.1	2014 & prior	Destroy by Shredding
PL-18	Payroll	.1	2014 & prior	Destroy by Shredding
PS-14	Deceased Employee Workers Comp	.1	2006 & prior	Destroy by Shredding
PS-7	Medical Records	.2	2014 & prior	Destroy by Shredding

DULY ADOPTED this 21st day of April, 2022, by the Board of Commissioners of Lower Macungie Township, in lawful session duly assembled.

**LOWER MACUNGIE TOWNSHIP
BOARD OF COMMISSIONERS**

Attest:


Renea Flexer, Township Secretary


Brian P. Higgins, President

