

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

**RESOLUTION NO. 2023-28  
(Duly Adopted May 4, 2023)**

**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.

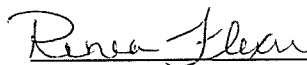
**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Lower Macungie Township, in accordance with the Municipal Records Manual, authorizes the stated disposition of the following public documents and records:

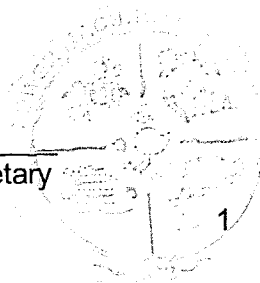
MRM#	Record Description	Cubic Feet	Age\Status	Action\Disposition
AL-17	Insurance Claims & Policies	2	2012 & prior	Destroy by Shredding
FN-1	BOC Reports	2	2016 & prior	Destroy by Shredding
FN-2	Accounts Payable	16	2016 & prior	Destroy by Shredding
FN-3	Revenue	4	2016 & prior	Destroy by Shredding
FN-9	General Fund Bank Reports	2	2016 & prior	Destroy by Shredding
PW-2	Public Works Complaints	16	2014 & prior	Destroy by Shredding

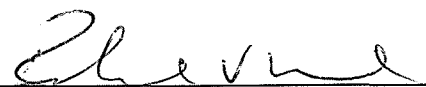
**DULY ADOPTED** this 4<sup>th</sup> day of May, 2023, by the Board of Commissioners of Lower Macungie Township, in lawful session duly assembled.

**LOWER MACUNGIE TOWNSHIP  
BOARD OF COMMISSIONERS**

Attest:

  
Renea Flexer, Township Secretary



  
Richard V. Ward, Vice President