

Resolution 2023-003

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF PATTERSON TOWNSHIP, BEAVER COUNTY, PENNSYLVANIA HEREBY GIVING AUTHORIZATION FOR THE DISPOSAL OF RECORDS SET FORTH IN THIS RESOLUTION.

Now, therefore be it resolved by the Board of Commissioners, Patterson Township, Beaver County, PA that by Resolution 2023-004 the course of action will be to follow the procedures set forth for the disposal of records outlined in the Municipal Records Retention Manual, 2008 Edition.

Whereas, the following Tax records will be disposed of upon approval of this resolution by the Patterson Township Board of Commissioners:

- 2020-2021 Tax Certifications
- 2012, 2015, 2020-2021 Patterson Township Paid Real Estate Receipts
- 2012, 2015, 2020-2021 Blackhawk School District Paid Real Estate Receipts
- 2012 Tax Duplicates

Whereas, the following Patterson Township Police records will be disposed of upon approval of this resolution by the Patterson Township Board of Commissioners:

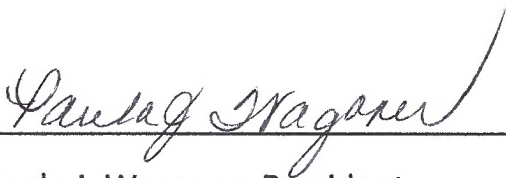
- Animal Law Enforcement Records older than 2 years
- Calibration Records older than 5 years
- Traffic & Non-Traffic citations older than 3 years & are not part of criminal history case

Whereas, the following Township records will be disposed of upon approval of this resolution by the Patterson Township Board of Commissioners:

- 2016-2018 Payroll Time Sheets

- 2017 Sewer Deposit Receipts
- 2017 Sewer & General Fund Vouchers
- 2015-2017 Sewer & General Fund Bank Statements
- 2019 All PLGIT Records
- 2019 Berkheimer Deposit Records
- 2004-2016 Civil Service Records

Whereas, the method of disposal will be shredding and destruction of all the documents as per outlined in the regulations set forth by the act and under the supervision of the Township Secretary. Adopted this 12th day of January, 2023 by the Board of Commissioners of Patterson Township.



Paula J. Wagoner, President

Attest:



Christin Lyn Milnes, Secretary