

## RESOLUTION 2023-06

### A RESOLUTION FOR THE DISPOSITION OF RECORDS OF POLK TOWNSHIP

**WHEREAS, POLK TOWNSHIP SUPERVISORS** declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records manual approved December 16, 2008, and

**WHEREAS,** in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution for the governing body of the municipality:


**NOW, THEREFORE, BE IT RESOLVED** that **POLK TOWNSHIP SUPERVISORS, MONROE COUNTY, PENNSYLVANIA,** in accordance with the above cited Municipal Records manual, hereby authorizes the disposition of the following records:

**2011-2014** – Insurance Documents  
**2015-2016** – Clothing Allowance Receipts  
**2014-2017** – Payroll Correspondence  
**2013-2019** – Payables  
**2004-2016** – Teamsters Files  
**2013-2021** – Insurance Policies  
**2012-2019** – Vehicle Insurance Cards  
**2012-2013** – Foreclosure Notices  
**2015** – W-2 (Nancy May)  
**2011-2016** – Berkheimer Reports  
**2014-2015** – Deposit Books  
**2003-2012** – Auction Papers  
**2012-2015** – CDL Files  
**2014-** AutoZone Credit Application  
**2014-15** – Federal Excise Tax Certification  
**2015** – Tractor Supply Credit Card Forms  
**2015** – 1099's  
**2016** – W-9's  
**2013-2015** – Monroe County Tax Documents  
**2012** - Meinhart Correspondence  
**2012-2020** – Waste Haulers Licenses  
**2013-2019** – PPL Invoices  
**2012-2019** – Workers Compensation Information  
**2013** – Electronic Payment Information  
**2013-** Bank Statements  
**2016-2018** - SWIF Invoices  
**2015** – PSATS Trustee Insurance Documents  
**2016-2017** – Certificates of Liability Insurance Forms  
**2015-2018** – MRM Insurance Documents  
**2014** – Copy of Tax Collector Bond  
**2013-** Tax Exempt Forms  
**2013** – Medical Insurance Forms  
**2013-2020** – Employment Applications(Non-Hire)  
**2012-2013** – Tax Collector Reports

- 2013-2020 – SW Tally Sheets
- 2013 – Ethic Forms
- 2014-2020 – Insurance Invoices
- 2021-2022 – QuickBooks Transaction Reports
- 2005-2021 – Copies of Bank Statements
- 2014 – Credit Application

BY ORDER OF THE BOARD OF POLK TOWNSHIP SUPERVISORS, on this 18<sup>th</sup> day of December, 2023.

  
\_\_\_\_\_  
Brian K. Ahner, Chairman

  
\_\_\_\_\_  
Michael D. Hurley, Vice-Chairman

  
\_\_\_\_\_  
Carl S. Heckman

ATTEST:

  
\_\_\_\_\_  
Rebecca Tippet, Secretary