

RESOLUTION 2023-03

**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:

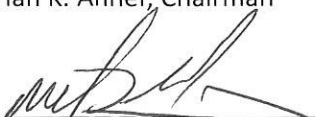
NOW, THEREFORE, BE IT RESOLVED that **POLK TOWNSHIP SUPERVISORS, MONROE COUNTY, PENNSYLVANIA,** in accordance with the above cited Municipal Records manual, hereby authorizes the disposition of the following records:

2001-2015 – Bills (Payables)
2001 – Transfer Receipts
2005 – 2016 – Payroll
2013-2019 – Timecards & Timesheets
2009 – W-2, W-3
2014-2018 - W-4
2014-2017 – Ethic Forms
2008- Quarterly Federal Tax
2011-2012 – Earned Income Tax Withholding Documents
2010-2015 – Liquid Fuels Invoices
2008-2012 – PLGIT Bank Statements
2007-2014 – Bank Statements
2001-2015 – Deposit Books
2011 -Zoning Tally Sheets
2013-2015 - Solid Waste Tally Sheets
2013-2015 – Recycle Tally Sheets
2015 – Solid Waste Receipt Books
2011 – Monthly Treasurer Reports

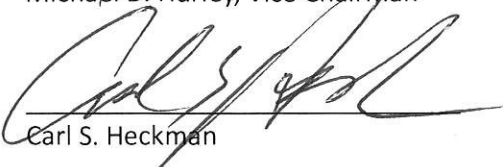
BY ORDER OF THE BOARD OF POLK TOWNSHIP SUPERVISORS, on this 22nd day of May, 2023.



Brian K. Ahner, Chairman



Michael D. Hurley, Vice Chairman



Carl S. Heckman

ATTEST:



Rebecca Tippet, Secretary