

RESOLUTION 2023-04

**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:

- 2014 – Invoice Copies (Payables)
- 2013 – BCBS Enrollment forms
- 2012 – 2014 – Copies of General Account Ledger
- 2015 – 2017 – Water Authority Distribution Notice
- 2012 – 2018 – Assessment Revision/Appeals
- 2015 & 2019 - Aetna Dental Plan Forms
- 2015 – PSATS Life Insurance Policy
- 2014 – 2015 – Life & Disability Insurance Policy
- 2015 – PSATS Vision Policy
- 2015 – 2017 – RTK Requests
- 2015 – 2017 – Tree Removal Agreements
- 2018 – RE Transfer Tax Report
- 2018 – P&L Statement
- 2015 – 2017 – Magisterial District Income Reports
- 2014 – Fire Company Insurance Policy
- 2015 – IHS Policy
- 2003 – Payroll
- 2014 – PLGIT Statements & Copies of Checks

BY ORDER OF THE BOARD OF POLK TOWNSHIP SUPERVISORS, on this 25th day of September, 2023.




Brian K. Ahner, Chairman



Michael D. Hurley, Vice-Chairman

Carl S. Heckman

ATTEST:



Rebecca Tippet, Secretary