

**RESOLUTION
NO. 2409**

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF LOWER MAKEFIELD TOWNSHIP, BUCKS COUNTY, PA
DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND
PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE
MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008.**

WHEREAS, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

WHEREAS, by virtue of Resolution No. 950 adopted November 18, 1996, the Township of Lower Makefield declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved July 16, 1993; and

WHEREAS, said Municipal Records Manual was updated and approved by the Local Records Committee on December 16, 2008 as amended July 23, 2009.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Lower Makefield Township, Bucks County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved December 16, 2008; and

BE IT FURTHER RESOLVED that the Board of Supervisors of Lower Makefield Township, Bucks County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of public records, including but not limited to, those listed below:

2012 Makefield Highlands Golf Club Accounting Records

Accounts Payable
Cash Receipts
Sales Reports
Payroll Records

Item	Years Required to Retain	Years to Dispose
Accounts Payable Files	7	2012
Sales Reports	7	2012
Cash Receipts	7	2012
Payroll Records	7	2012

2012 Sewer Billing Records

Billing Register	Usage Reports
Trial Balance	Meter Readings
Certifications	Aging Reports
File Maintenance	Proof Listing

2012 Community Foundation Financial Records

2012 Financial Records

Item	Years Required to Retain	Years to Dispose
Accounts Payable Files	7	2012
Invoice Entries	7	2012
Cash Receipts	7	2012
PO's and Proofs	7	2012
Sewer Invoices	7	2012
Vendor Maintenance	7	2012
Journal Entries	7	2012
Bank Reconciliations	7	2012
Payroll Records	7	2012
Cancelled Checks	7	2012
Cancelled payroll Checks	7	2012
Zoning Hearing Board Files	7	2012

This Resolution approved this 15th day of January, 2020.

**BOARD OF SUPERVISORS OF THE
TOWNSHIP OF LOWER MAKEFIELD**
