

**RESOLUTION # 23-11**

**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:

Administrative and Legal Records

<b>Item</b>	<b>Years Required to Retain</b>	<b>Years to Dispose</b>
Contract Files General - Successful	6 years after termination	2016
Construction Contracts - Successful	12 years after termination	2010
Contract Files - Unsuccessful	3 years	2019
Master property and equipment inventories	5 years after superseded or obsolete	2017
Material Data Sheets	30 years	1992
Permits and Licenses	3 years	2019

Agendas – Retain duplicate copies as long as of administrative value.  
Bylaws, regulations, and rules of order – Retain until superseded or revoked.  
Disaster plans for municipal facilities – Retain until superseded or obsolete.  
Mailing lists – Retain until superseded or obsolete.  
Fixed Assets Inventories – Retain permanently.  
Photographs – As long as of administrative value.  
Press Release - As long as of administrative value.  
Survey Records - Survey Records

Parks and Recreation Financial and Purchasing Records

<b>Item</b>	<b>Years Required to Retain</b>	<b>Years to Dispose</b>
Account Distribution Summaries (treasurer's report)	7 years	2015
Daily Cash Records	3 years	2019
Deposit Slips	7 years	2015
Purchase Order Files	7 years	2015
Purchasing Files	6 years	2016

Parks and Recreation Records

<b>Item</b>	<b>Years Required to Retain</b>	<b>Years to Dispose</b>
Accident/Incident Reports	3 years	2019
Citations	3 years	2019
Operation and Maintenance Records	5 years	2017
Park Program Files	2 years	2020
Park Rules and Regulations	5 years after revoked or superseded	2017
Park Use Records	3 years	2019
Public Bathing Facilities	4 years	2018

Park Planning Files – Retain permanently.

Payroll Records

<b>Item</b>	<b>Years Required to Retain</b>	<b>Years to Dispose</b>
Timecards and Attendance Records	3 years	2019

Personnel Records

<b>Item</b>	<b>Years Required to Retain</b>	<b>Years to Dispose</b>
Applications for Employment (not hired)	2 years	2020
*Employee Medical Records - with or without post termination benefits	5 years after termination	2017
*Employee Personnel Records - with or without post termination benefits	5 years after termination	2017
Job Announcements	2 years after position filled	2020
Labor Union Contracts	20 years after expiration	2002
Union Grievances	3 years after final resolution	2019

Administrative Organizational Charts – Retain one permanent copy.

\*Employee Medical and Personnel Records with Post-Termination Benefits – Retain summary

Job Description – Retain current plus one prior revision.

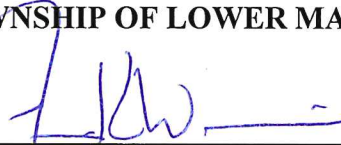
Public Health Records

<b>Item</b>	<b>Years Required to Retain</b>	<b>Years to Dispose</b>
Applications for Food Service Manager/Operator Certificate	5 years	2017
Health Inspection Reports	4 years	2018

Public Works Records

<b>Item</b>	<b>Years Required to Retain</b>	<b>Years to Dispose</b>
Maintenance - Road/Building/Facility	5 years	2017

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



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Fredric K. Weiss, Chair