MAIDENCREEK TOWNSHIP
BERKS COUNTY, PENNSYLVANIA
RESOLUTION NO. 24 - 2023

A RESOLUTION SETTING THE DISPOSITION OF CERTAIN RECORDS FOR YEARS 2009 UNTIL 2020.

WHEREAS the Board of Supervisors of Maidencreek Township ("Board") recognizes that the Pennsylvania Open Records Law requires various procedures concerning record retention, record destruction, and document requests; and

WHEREAS this Resolution addresses the disposition of certain records and remains consistent with the timeframes and procedures for retention and destruction as established by the Pennsylvania Historical and Museum Commission (the "Museum Commission"); and

NOW, THEREFORE in consideration of the above recitals, the Board of Supervisors of the Township of Maidencreek, Berks County, Pennsylvania, resolve as follows:

Section 1 - Destruction of Records

Resolves to destroy and dispose of certain records turned over to the Township by the Township's Former Tax Collector for years 2015 until 2020. In addition, the Board resolves to destroy and dispose of certain records related to the General Fund Accounts Payable and Receivable for years 2009 until 2015. A detailed account of the records contained within boxes presented to the Board for inspection is attached herein as Appendix A.

Section 2 - Delegation of Authority

The office of the Township Manager shall execute this resolution once adopted by a method of either shredding or burning records. Especially to destroy cashed checks and similar documents containing residents' sensitive information.

Signatures on Page 2

RESOLVED and ADOPTED by the Board of Supervisors of the Township of Maidencreek in lawful session duly assembled, this eighth day of June 2023 A.D.

Board of Township Supervisors
Maidencreek Township
Berks County, Pennsylvania

Supervisor Heidi E. Fiedler

Supervisor David K. Franke

Attestation:

Township Secretary Christina L. Hafer

Supervisor Joshua G. Meck

Appendix Letter A

- Accounts Payable Files and Ledgers – Retained for 7 years (FN-2)
- Accounts Receivable Files and Ledgers – Retained for 7 years (FN-3)
    1. General Fund Payables A – E for 2009, Box A6
    2. General Fund Payables F – R for 2009, Box A3
    3. General Fund Payables S – Z for 2009, Box A4
    4. General Fund Receivables & Payables A – D for 2010, Box A5
    5. General Fund Payables E – O for 2010, Box A8
    6. General Fund Payables P – Z for 2010, Box A9
    7. General Fund Payables Pe – Z for 2011, Box A10
    8. General Fund Payables A – N for 2012, Box A11
    9. General Fund Receivables & Payables O – Z for 2012, Box A12
    10. General Fund Payables A – O for 2013, Box A1
    11. General Fund Payables P – Z for 2013, Box A2
    12. General Fund Payables A-1 – Penske for 2014, Box A13
    13. General Fund Payables PenTeleData – WD Zwicky for 2014, Box A14
    14. General Fund Payables A – M for 2015, Box A15
    15. General Fund Payables N – Z for 2015, Box A16
- Bank Statement Reconciliation for Tax Collector – Retained for 7 years (FN-9)
    1. Reconciliations for 2015, Box #41
- Bills of Taxes Paid on Real Estate – Retained for 2 years (TA-1)
    1. Bills for 2014, Box #46
    2. Bills for 2015, Box #45
    3. Bills for 2016, Box #42
    4. Bills for 2017, Box #43
    5. Bills for 2018, Box #44
    6. School Tax Bills for 2017 & 2018, Box #49
    7. School Tax Bills for 2019, Box #51
    8. School Tax Bills for 2020, Box #56
- Certification of Taxes Paid on Real Estate – Retained for 2 years (TA-2)
    1. Certifications for 2011, Box #42
    2. Certifications for 2014, Box #47
    3. Certifications for 2014 – 2017, Box #41
    4. Certifications for 2015, Box #47
    5. Certifications for 2015, Box #48
    6. Certifications for 2018, Box #44
    7. Certifications for 2019 & 2020, Box #52
    8. Certifications for 2020, Box #55
- Tax Bills, Paid Receipts – Retained for 2 years (TA-12)
    1. Paid Checks for 2018, Box #44
    2. Paid Checks for 2019, Box #50

Certificate of Resolution

I hereby certify that Resolution No. 24-2023, which was "A Resolution Setting the Disposition of Certain Records for Years 2009 Until 2020," is a true and accurate copy of the Resolution which was resolved and adopted on the eighth day of June 2023 A.D. and contains the appendices necessary which truly and accurately reflect those documents which the Board of Supervisors understood to accompany Resolution No. 24-2023.

We the Undersigned Hereby Attest to this:

Township Secretary
Christina L. Hafer

Township Manager
Hunter L. Ahrens

June 8, 2023
Date