MAIDENCREEK TOWNSHIP
BERKS COUNTY, PENNSYLVANIA
RESOLUTION NO. 27 – 2023

A RESOLUTION SETTING THE DISPOSITION OF CERTAIN RECORDS FOR YEARS 2007 UNTIL 2012.

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 from years 2007 until 2012. 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

Appendix Letter A

- Box 1
  - 2010 Complaints
  - 2009-2010 Complaints
  - Yard Sales 2010
  - Faxes/Emails 2010
  - Right to Know Requests 2010
  - PA One Call Reports 2010
  - 2010 Street Light Problems
  - 2010 Licenses
  - 2010 State Taxes
  - 2010 Payroll Transactions by Payee
  - 2010 Federal Tax
  - April 2009 to April 2010 Payroll Summary
- Box 2
  - Gallen Insurance 2011
  - 2011 LST Exemption Forms
  - 2011 Local Tax
  - 2011 State Tax
  - 2011 Vacation (from Payroll)
  - 2010 Vacation (from Payroll)
  - Unemployment Taxes 2011
  - 2011 Federal Tax
  - 2011 Employee W2
  - General Fund Quick Report 2006
  - 2008 Air Conditioning Equipment Replacement at Township Building
  - Landmark Service Company Preventive Maintenance Agreement Renewal 2008-2009
  - Health First Benefits
  - 2008 Summary of Risk Sharing Agreement
  - 2008 PPOBlue High Program Benefit Change
  - General Fund QuickReport 2008
  - Gallen Insurance Proposal 2008
  - General Fund Payroll Summary 2008
  - Wage Chart 2009
  - 2008 PSATS Wage & Salary Survey
  - 2009 Budget Forms
  - Northern Berks Regional Police 2009 Budget Draft
  - Engineering Quotes 2008
  - Gallen Insurance 2008
  - Gallen Insurance 2009
  - 2009 Highmark Blue Shield forms
  - Health Insurance Renewal 2008
  - 2009 Draft Budget

    - 2008 Budget Information
    - Bobcat Rear Discharge Mower Purchase Info
    - Weekly Payroll 2011/Payroll Statements 2011
- Box 3
    - 2012 W2
    - 2012 Unemployment Taxes
    - 2012 Federal Taxes
    - 2012 State Taxes
    - 2012 Local Taxes
    - 2012 Municipal Interest Checking
    - Weekly Payroll 2012
    - Expired Certificates of Insurance 2010-2011
- Box 4
    - 2008 Payroll Seniority Form
    - 2009 Federal Taxes
    - 2009 Payroll Checking Statements
    - 2009 Unemployment Taxes
    - 2009 State Taxes
    - 2009 Local Taxes
    - 2009 Vacation (from payroll)
    - 2009 LST Tax
    - 2009 Weekly Payroll
- Box 5
    - 2014 Weekly Payroll
    - JetPay Payroll Info
    - 2014 W2
    - 2014 Unemployment Tax
    - 2014 Federal Tax
    - 2014 Local Tax
    - 2014 State Tax
    - 2014 LST
    - 2014 3rd and 4th Quarter Taxes
- Box 6
    - 2013 Weekly Payroll
    - 2013 Vacation
    - 2013 Unemployment Taxes
    - 2013 Federal Taxes
    - 2012 Payroll Forms
    - 2013 W2-W3
    - 2013 State Tax
    - 2013 Local Tax
- Box 7
    - 2007 Taxpayer Identification & Certification form W-9
    - 2008 DEP Questionnare

- 2009 State Reports
- 2010 Federal, State, & Local Agency Forms
- 2010 Life & Disability Payroll Changes
- 2009 Form 1099
- 2010 General Fund On Lot Sewage Statements
- 2010 General Fund On Lot Sewage Payables
- 2010 General Fund On Lot Sewage Deposits
- 2010 General Fund Checking Statements
- 2010 Petty Cash Reconciliation
- 2010-Void Checks – All Accounts
- 2010 General Fund Money Market Statements
- 2010 SLF Report on 2009 Distribution
- 2010 Treetops II Escrow Account
- 2010 Golden Manor III Escrow Account
- Tax Statements for Forms 1098, 1099, 5498 for Year 2010
- Master Escrow Account 2010
- Systems Design Engineering Information (SEO Fee Schedule & Resolution, Expenses, Septic System Permit Applications)
- 2010 VIST Park & Rec Money Mkt. Acct. Payable
- 2010 VIST Parks & Rec Money Mkt. Deposits
- 2010 VIST Park & Rec Money Mkt. Statements
- VIST for Tricentennial
- 2010 Fleetwood Park & Rec Community Event Acct. Payable
- 2010 Fleetwood Park & Rec Fee in Lieu Statement, Deposits, Withdrawals
- 2010 Fleetwood Park & Rec Community Event Statements
- 2010 Fleetwood Park & Rec Community Event Deposits

- Box 8
  - 2009 Tree Tops Account Info
  - 2009 Golden Manor III Account Info
  - 2009 Master Escrow Account
  - 2009 Park Deposits Fleetwood Bank Community Events
  - 2009 Park Checks Fleetwood Bank Community Events
  - 2009 Park Deposits Fleetwood Bank Fee in Lieu
  - 2009 Park Deposits VIST Money Market
  - 2009 Park Checks VIST Money Market
  - 2009 Park VIST Money Market
  - 2009 Park Affinity Money Market
  - 2009 Park Fleetwood Bank Fee in Lieu
  - 2009 Park Fleetwood Bank Community Event
  - 2009 Reconciliation Petty Cash
  - 2009 On-Lot Sewage Deposits
  - 1099 for year 2008
  - 2009 On-Lot Sewage Checks
  - 2009 On-Lot Sewage Statements

- 2009 Outstanding Fees
- 2009 Systems Design Engineering Papers
- 2009 Void Checks- All Accounts
- 2009 State Liquid Fuel Money Market
- 2009 State Liquid Fuel Equipment Fund
- SLF Audits Containing Liquid Fuel Examination Report 2006-2007
- 2009 SLF Report on 2008
- 2009 Road Work
- 2009 Rock Salt Quote
- Petty Cash Record 2006-2009
- 2008-2009 Money/Rent Receipt Book
- Tax Statement Forms 1098, 1099, 5498 for year 2009
- Regular Meeting Advertisements 2009
- 2009 General Fund Money Market Statement
- 2009 General Fund Checking Statements
- Tenant List for 2010 (Forms) {Digitally Filed}
- 2010 Tenants List {Digitally Filed}
- New Property Owners 2010

- Box 9
  - 2007 EJ Breneman & EJB Paving Payment Files
  - 2007 Boyer-Alton & Doris Receipts
  - 2007 Boyce Associates Payment Files
  - 2007 Blandon Fire Company – Non Donations
  - 2007 Berks Products Payment Files
  - 2007 Bernville Fuel, Formerly Maidencreek Farm Supply
  - 2007 Berks County Treasurer printage and postage real estate tax bill
  - 2007 Berks County Intermediate Unit bill
  - 2007 Berks County Public Works Association bill
  - 2007 Berks County Law Library Bills
  - 2007 Berks Cellular bill
  - 2007 County of Berks – 911 bills
  - 2007 Bergey, Jennifer hearing bill
  - 2007 Berks County Twp Officials
  - 2007 Barth, David Tree removal and trimming bills
  - 2007 Automative Technicians Alliance bills
  - 2007 AT & T Bills
  - 2007 Animal Rescue League Bill
  - 2007 Andrew Hess, Inc Shock Mounts bill
  - 2007 American Rock Salt bill
  - 2007 Allied Building Products bills
  - 2007 All Tire Inc, bills
  - 2007 American Express bills
  - 2007 Albright College Sponsor bills
  - 2007 Airgas East Welding Supply bill

- 2007 Phone Message Book
- 2007 General Ledger
- 2007 Form 1099
- 2007 Deletions
- 2007 Tax Reports & Checks
- 2007 Tax Interims
- 2007 Bankruptcy & Sherrif Sale
- 2007 Tax Claim
- 2007 Assessment Changes
- 2007 Scrap Metal Bill records
- 2007 Sale of Books, Copies, Bins
- 2007 Review Fees
- 2007 Police Fine
- 2007 Life & Disability Reimbursements
- 2007 911 Costs Reimbursed
- 2007 Real Estate Transfer Tax
- 2007 Improvements Agreements
- 2007 Earned Income Tax
- 2007 Cell Tower Rent
- 2007 Cable Franchise Fees
- 2007 Building Rent
- 2007 Tax Forms
- 2007 Amusement Tax
- 2007 Building Permit Bills
- 2007 Misc.
- 2007 OPT/EST
- 2007 Park & Rec Reimbursements

- Box 10
  - 2012 Misc. Forms
  - 2012 State Liquid Fuel Invoices
  - Salt 2011-2012 Forms
  - 2012 State Liquid Fuel Account Metro-0539001479
  - Liquid Fuels Tax Fund Examination Report 2010-2011
  - 2012 Golden Manor Escrow VIST – 0590068262
  - Master Escrow Account 2012
  - 2011 Treetops Escrow Fleetwood -0000749952
  - 2011 Mailing of Education & Report
  - PRPS-Tickets
  - Money/Rent Receipt Book 2010-2011
  - 2012 1099
  - 2012 Municipal Interest Checking VIST – 0590080085
  - 2012 General Fund Checking VIST – 596200281
  - 2012 Community Events Account Fleetwood- 0009153563
  - 2012 TriCentennial Account VIST- 0354921771

- 2012 Fee in Lieu of Open Space-Fleetwood – 0009153532
- 2012 Capital Project Fund Affinity-7021892
- 2012 Outstanding Fees Due to Maidencreek Township
- 2012 Voided Checks
- 2012 On Lot Sewage Account VIST – 560296681
- 2012 Life & Disability Changes
  2011 Check Copies for Enforcement Grant
- 2012 Annual Reporting Papers
- 2012 Meeting Reports
- 2012 On Lot Sewage Checks
- 2012 On Lot Sewage Deposits
- 2012 Recreation Checking Deposits
- 2011 SLF Report
- 2010-2011 SLF Audit Papers
- 2012 Petty Cash
- 2012 General Fund Municipal Savings
- 2012 Community Events Deposits
- 2012 Recreation Checking Accounts Payable

- Box 11
  - 2011 PURTA Report Papers
  - 2011 General Fund Municipal Savings VIST 598000051
  - 2011 On Lot Sewage Account VIST 560296681
  - 2011 General Fund VIST 596200281
  - 2011 Misc. Forms
  - 2011 Annual Reporting
  - 2011 Life & Disability Changes
  - 2010 1099
  - 2011 1099
  - 2011 Void Checks
  - 2011 Petty Cash
  - 2011 Amusement Tax
  - 2011 Books, Maps, Copies, & Containers
  - 2011 Building Permit Fees
  - 2011 Real Estate Taxes
  - 2011 Real Estate Transfer Tax
  - 2011 Building Rent
  - 2011 Cable Franchise Fees
  - 2011 Cell Tower Rent
  - 2011 Earned Income Tax
  - 2011 Local Service Tax
  - 2011 Police Fines
  - 2011 Life & Disability Reimbursement
  - 2011 Park & Recreation Reimbursement
  - 2011 Improvements Invoices

- 2011 Review Fees
- 2011 Tax Claim
- 2011 Bankruptcy
- 2011 On Lot Sewage Deposits
- 2011 On Lot Sewage Checks
- 2010 Sewage Enforcement Grant
- 2011 Phone Message Book
- 2011 Recreation Checking Account Payable
- 2011 Recreation Checking Deposits
- 2011 Capital Project Fund AFFINITY 7021892
- 2011 TriCentennial Account VIST 0354921771
- 2011 Community Events Account FLEETWOOD 0009153563
- 2011 Fee in Lieu of Open Space FLEETWOOD 0009153532
- 2011 Municipal Interest Checking VIST 0590080085
- 2011 Community Events Deposit
- 2011 Golden Manor Escrow VIST 0590068262
- 2011 Treetops Escrow FLEETWOOD 0000749952
- 2011 Workers Compensation Audit Report
- 2009 Workers Compensation Audit Report
- 2012 Workers Compensation Audit Report
- 2011-2012 Appeals/Assessment Appeals
- 2009 Interim Tax Reports
- 2010 Interims
- 2010 Assessment Appeals
- 2009 Assessment Changes

RESOLVED and ADOPTED by the Board of Supervisors of the Township of Maidencreek in lawful session duly assembled, this tenth day of August 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

Certificate of Resolution

I hereby certify that Resolution No. 27-2023, which was "A Resolution Setting the Disposition of Certain Records for Years 2007 Until 2012," is a true and accurate copy of the Resolution which was resolved and adopted on the tenth day of August 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. 27-2023.

We the Undersigned Hereby Attest to this:

Township Secretary
Christina L. Hafer

Township Manager
Hunter L. Ahrens

8/11/2023
Date