MAIDENCREEK TOWNSHIP
BERKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 21 -2024

A RESOLUTION OF THE BOARD OF SUPERVISORS OF MAIDENCREEK TOWNSHIP, BERKS COUNTY, PENNSYLVANIA, AUTHORIZING THE DISPOSAL OF CERTAIN RECORDS IN ACCORDANCE WITH THE PA MUNICIPAL RECORDS MANUAL.

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

WHEREAS, in accordance with Act 248 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality; and

WHEREAS, this Resolution addresses the disposition of certain records and remains consistent with the time frames and procedures for retention and destruction as established by the Pennsylvania Historical and Museum Commission.

NOW THEREFORE, it is hereby resolved, that the Board of Supervisors of Maidencreek Township, Berks County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the public records attached in Appendix A.

DULY ADOPTED this 8th day of August 2024 by the Board of Supervisors of the Township of Maidencreek, Berks County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF MAIDENCREEK,
BERKS COUNTY, PENNSYLVANIA

By: _____
David K. Frank, Chairman

_____
Joshua G. Meck, Vice Chairman

ATTEST: _____
Christina Hafer
Secretary

_____
Eric Bauman, Member

Box 1	Accounts Payable 2016
Box 2	2004-2011 Salt, Renters 2012, Flower Tent Permits, Township Parking Lot Waivers, Boy Scouts Facility Use 2021, 2017 & 2019 Ticket Sales. 2014 Money Receipt Book, Ethics Statements 2016, 2018 Park/Pavilion/Meeting Room Rentals, Letters to Rental properties 2012, New Property Owners 2011, Ethics Statement 2012 & 2013, 2014 Ethics Statement for 2017 & 2018, SDE Code report 2015, UCC Activities 2012
Box 3	Daily Vehicle Inspection Reports 2008, 2018-2021
Box 4	2011 Accounts Payable, General Fund, A-PA
Box 5	Payroll 2015
Box 6	2016 Receivables
Box 7	Payroll 2016
Box 8	Accounts Payable 2016
Box 9	Jetpay 2014, 2019-2020 Right to Know, 2017 1099, Payroll Checking Statements, Quarterly State Reports, Tax Returns
Box 10	Police Paperwork & Streetlights from 1980-1990's
Box 11	Extra/Misc Budget Forms, Outdated Flood insurance, old fines, equipment, mowing contracts and executed releases
Box 12	2003, 2004, 2009 Property Assessment, 2003 Recycling List of Bills
Box 13	Old Miscellaneous Highmark Blue Shield Paperwork (Description of benefits, setting up account, etc.), Old zoning complaints, 2016 Park Rentals, 2015 Facility Rental, Yard Sale Permits 2015 & 2016, 2015 Right to Know, Streetlight Problems 2014 & 2015
Box 14	2013-2014, 2018, & 2020 Facility Use Forms, 2013-2014 Yard Sale Permits, Peddler's Permits 2013-2017, Snow 2009, Electrical & Plumbing Licenses 2009, Expired Certificate of Insurance 2009-2010, Streetlight Reports 2009, 2012, 2016-2017, Right to Know 2009,2011-2013,2017-2018,2021, 2009 Weekly Planner, 2012 Money/Rent Receipt Slips, 2012 Weekly Planner, 2013 Phone Message Book, 2013 Calendars

Box 15	2013 PA One Calls, 2014-2016 PA One Calls, 2019-2020 PA One Calls, 2022 PA One Calls
Box 16	2017 Facility Use, 2017-2018 PA One Calls, 2011-2012 Annual Reporting, Meeting Advertisements 2008-2009, 2010 Tenants List
Box 17	2011, 2013-2016 Renters, 2012 Assessment Letters, RTK 2014 & 2016, Ethics Statement for 2014-2015
Box 18	Email Correspondence & Faxes 2008-2009, Rental Property Forms 2008, Tenants/New Property Owners List 2009, UCC Activities List 2009, PA1 Calls 2009, Copies of Construction Permits 2009
Box 19	Old Permit Books
Box 20	2006, 2007, 2008 Zoning Ordinance Revision Drafts + Info
Box 21	2015 Bank Statements
Box 22	2014 Bank Statements, Receivables
Box 23	2014 Bank Statements, Receivables
Box 24	2013 Bank Statements
Box 25	2016 Bank Statements
Box 26	2007 General Fund, Reorganization 2015, SEO Activity 2002, 2004-2007