

RESOLUTION 26-31

WHEREAS, by virtue of Resolution 13-19 adopted 10th day of April, 2013, the Board of Supervisors of Towamencin Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, and,

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

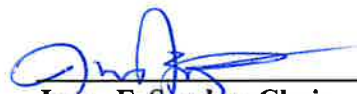
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Towamencin Township, Montgomery County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Ethics Commission Statements of Financial Interest	5	2020 and prior
Public Hearing Notices & Proof of Publication	10	2015 and prior
Survey of Financial Condition Forms (DCED)	3	2022 and prior
Individual Employee Personnel Records .(Non Vested) Separated without Post-Termination Benefits	5	2020 and prior
Cancelled Payroll Checks Payroll Earnings & Deduction Records, Pay Period Reports and Check Registers	7	2018 and prior
Payroll Tax Reports Quarterly Returns	7	2018 and prior
Time Sheets and Attendance Records	3	2022 and prior
W-2 Forms	7	2018 and prior
Annual Budgets submitted to DCED	5	2020 and prior
Budget related documents	7	2018 and prior
Audit Work papers (internal)	4	2021 and prior
Bank Statements and Reconciliations	7	2018 and prior
Bid Files (non-construction contracts)	6	2019 and prior
Construction Contract Files	12	2013 and prior
Bank Account Documentation – closed	6	2019 and prior
Monthly Financial Dept. Reports	3	2022 and prior
Invoices – A/P & A/R (Twp, TTIA, Pension)	7	2018 and prior
Cancelled Checks General Disbursements/Payroll/Tax	7	2018 and prior
Check Registers	7	2018 and prior
Warrants	7	2018 and prior
Daily Cash Receipts/ Sewer & Tax Stubs	3	2022 and prior
Deposit Slips	7	2018 and prior
Tax Collector's Settlement Records	10	2015 and prior
Liquid Fuels Tax Records	7	2018 and prior
Treasurer's Bond Certifications (file 402.05.2)	7	2018 and prior
Pension Investment Statements	5	2020 and prior
Escrow Invoices – Closed	7	2018 and prior
Applications for Employment – not hired Job Announcements - if filled	2	2023 and prior
Union Grievances – resolved	3	2022 and prior
Park Rental Permits	3	2022 and prior
Park Programs & Events	2	2023 and prior
Workers Compensation Records – after final settlement	4	2021 and prior
Random Testing Results – US DOT	5	2020 and prior
Animal Law Enforcement Records	2	2023 and prior
Right to Know Requests	2	2023 and prior
Calibration Records	5	2020 and prior

Citations – Traffic and Non-traffic	5	2020 and prior
Complaints, Incident Reports or Initial Activity Reports	3	2022 and prior
Summary Cases	5	2020 and prior
Criminal History Dissemination Records	2	2023 and prior
Daily Activity Records	2	2023 and prior
Firearms and Ammunition – Records/Inventories	2	2023 and prior
Internal Affairs Case Files	7	2018 and prior
Accident Reports	5	2020 and prior
Parking Violations (Tickets) – Paid	2	2023 and prior
Police Requests for Removal of Abandoned or Impounded Vehicles	2	2023 and prior
Permits and Related Applications - Police	2	2023 and prior
Temporary Detention Reports	3	2022 and prior
Cancelled Tax Anticipation Notes	6	2019 and prior
Public Utility Realty Reports	7	2018 and prior
Unemployment Reimbursement Reports	4	2021 and prior
Insurance Policies and Claims – expired/closed	6	2019 and prior
Sewer Certifications	2	2023 and prior
County Monthly Tax Collection Reports	7	2018 and prior
Municipal Liens – Satisfied	1	2024 and prior
Contractor Registrations	7	2018 and prior
Insurance Claims – after settlement	6	2019 and prior
Delinquent Tax Collection Reports	3	2022 and prior
Transfer Tax Collection Reports	3	2022 and prior
Police Dept Video/Audio Tapes – not used as evidence	30 days	As required

RESOLVED this 14th day of October, 2026.

**Towamencin Township
Board of Supervisors**


Joyce F. Snyder, Chair

ATTEST:


Kofi Osei, Secretary