

**RESOLUTION 2023-09**

**FOR THE YEAR 2023**

**RESOLVED**, by the Board of Supervisors of Londonderry Township, Dauphin County, Pennsylvania, that

**WHEREAS**, by virtue of Resolution 2015-09 adopted September 08, 2015, the Township of Londonderry declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved November 16, 2008, and as amended July 13, 2009.

**WHEREAS**, in accordance with ACT 28 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 Londonderry Township, Dauphin County, Pennsylvania, in accordance with the above-listed Municipal Records Manual, hereby authorizes the disposition of the following public records:

See Attached List

THIS RESOLUTION has been duly acted upon and is hereby adopted by the Supervisors of Londonderry Township this 18<sup>th</sup> day of April, 2023.


**LONDONDERRY TOWNSHIP**

**BOARD OF SUPERVISORS**

**ATTEST:**

By:  \_\_\_\_\_

Secretary/Treasurer

By:  \_\_\_\_\_

Chair

**SEAL**



**BOX #** 1

2012 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☒ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☐ Employee files:
- ☒ Payroll records
- ☐ Leave records
- ☒ End of Month Reports
- ☐ Balance sheets for all funds
- ☐ Statement of revenue & expenditures
- ☐ Bank Statements

**BOX #** 2

2012 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☒ Golf Course Receipts by Month
  - Deposits
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☐ Employee files:
- ☐ Payroll records
- ☐ Leave records
- ☐ End of Month Reports
- ☐ Balance sheets for all funds
- ☐ Statement of revenue & expenditures
- ☐ Bank Statements

**BOX #** 3

2011 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☐ Employee files:
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*Old computer pairs*

**BOX #** 4

2011 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☒ General Fund Receipts by Month
  
- ☒ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☐ Employee files:
- ☐ Payroll records
- ☐ Leave records
- ☐ End of Month Reports
- ☐ Balance sheets for all funds
- ☐ Statement of revenue & expenditures
- ☒ Bank Statements

*Deposits ~~and~~*

**BOX #** 5

2011 **Records Disposition List**

- ☐ Accounts Payable by Vendor  
    A-N
- ☐ Accounts Payable by Vendor  
           - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☐ Employee files:
- ☐ Payroll records
- ☐ Leave records
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- ☐ Statement of revenue & expenditures
- ☐ Bank Statements

**BOX #** 6

2012 **Records Disposition List**

- ☐ Accounts Payable by Vendor  
    A-
- ☐ Accounts Payable by Vendor  
           - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☒ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
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- ☐ Bank Statements

**BOX #** 7

2012 **Records Disposition List**

- ☒ **Accounts Payable by Vendor**
  - A -** 0
- ☐ **Accounts Payable by Vendor**
  - Z**
- ☐ **National Recovery Agency Reports**
- ☐ **Voucher list**
- ☐ **Municipal per Capita Tax Report**
- ☐ **Tax Claim Transactions**
- ☐ **Golf Course Purchase Orders**
- ☐ **Statement of Taxes Collected**
- ☐ **Real Estate Transfer Taxes**
  
- ☐ **General Fund Receipts by Month**
  
- ☐ **Golf Course Receipts by Month**
  
- ☐ **Taxes and Water Sewer Billing**
  - ☐ **Real Estate tax Notices**
  - ☐ **Tax duplicate records**
  - ☐ **Tax delinquent files**
  - ☐ **Per Capita Tax files**
  - ☐ **Transfer Tax records**
  
- ☐ **Employee files:**
- ☐ **Payroll records**
- ☐ **Leave records**
- ☐ **End of Month Reports**
- ☐ **Balance sheets for all funds**
- ☐ **Statement of revenue & expenditures**
- ☐ **Bank Statements**

**BOX #** 8

2011 **Records Disposition List**

- ☐ **Accounts Payable by Vendor**
  - A -** \_\_\_\_\_
- ☐ **Accounts Payable by Vendor**
  - Z**
- ☐ **National Recovery Agency Reports**
- ☐ **Voucher list**
- ☐ **Municipal per Capita Tax Report**
- ☐ **Tax Claim Transactions**
- ☐ **Golf Course Purchase Orders**
- ☐ **Statement of Taxes Collected**
- ☐ **Real Estate Transfer Taxes**
  
- ☐ **General Fund Receipts by Month**
  
- ☒ **Golf Course Receipts by Month**
  
- ☐ **Taxes and Water Sewer Billing**
  - ☐ **Real Estate tax Notices**
  - ☐ **Tax duplicate records**
  - ☐ **Tax delinquent files**
  - ☐ **Per Capita Tax files**
  - ☐ **Transfer Tax records**
  
- ☐ **Employee files:**
- ☐ **Payroll records**
- ☐ **Leave records**
- ☐ **End of Month Reports**
- ☐ **Balance sheets for all funds**
- ☐ **Statement of revenue & expenditures**
- ☐ **Bank Statements**

**BOX #** 9

2011 **Records Disposition List**

- ☐ Accounts Payable by Vendor  
    A – \_\_\_\_\_
- ☐ Accounts Payable by Vendor  
    \_\_\_\_\_ – Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☒ Taxes and Water Sewer Billing
  - ☒ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☒ Employee files:
- ☒ Payroll records
- ☐ Leave records
- ☐ End of Month Reports
- ☐ Balance sheets for all funds
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- ☐ Bank Statements

**BOX #** 10

2011 **Records Disposition List**

- ☐ Accounts Payable by Vendor  
    A – \_\_\_\_\_
- ☒ Accounts Payable by Vendor  
    X – Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☒ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☐ Employee files:
- ☐ Payroll records
- ☐ Leave records
- ☐ End of Month Reports
- ☐ Balance sheets for all funds
- ☐ Statement of revenue & expenditures
- ☐ Bank Statements

**BOX #** 11

2013 **Records Disposition List**

- ☒ **Accounts Payable by Vendor**  
A - \_\_\_\_\_ *invoices*
- ☒ **Accounts Payable by Vendor**  
\_\_\_\_\_ - Z
- ☐ **National Recovery Agency Reports**
- ☐ **Voucher list**
- ☐ **Municipal per Capita Tax Report**
- ☐ **Tax Claim Transactions**
- ☐ **Golf Course Purchase Orders**
- ☐ **Statement of Taxes Collected**
- ☐ **Real Estate Transfer Taxes**
  
- ☐ **General Fund Receipts by Month**
  
- ☐ **Golf Course Receipts by Month**
  
- ☐ **Taxes and Water Sewer Billing**
  - ☐ **Real Estate tax Notices**
  - ☐ **Tax duplicate records**
  - ☐ **Tax delinquent files**
  - ☐ **Per Capita Tax files**
  - ☐ **Transfer Tax records**
  
- ☐ **Employee files:**
- ☐ **Payroll records**
- ☐ **Leave records**
- ☐ **End of Month Reports**
- ☐ **Balance sheets for all funds**
- ☐ **Statement of revenue & expenditures**
- ☐ **Bank Statements**

**BOX #** 12

2013 **Records Disposition List**

- ☐ **Accounts Payable by Vendor**  
A - \_\_\_\_\_
- ☐ **Accounts Payable by Vendor**  
\_\_\_\_\_ - Z
- ☐ **National Recovery Agency Reports**
- ☐ **Voucher list**
- ☐ **Municipal per Capita Tax Report**
- ☐ **Tax Claim Transactions**
- ☐ **Golf Course Purchase Orders**
- ☐ **Statement of Taxes Collected**
- ☐ **Real Estate Transfer Taxes**
  
- ☐ **General Fund Receipts by Month**
  
- ☒ **Golf Course Receipts by Month**
  
- ☐ **Taxes and Water Sewer Billing**
  - ☐ **Real Estate tax Notices**
  - ☐ **Tax duplicate records**
  - ☐ **Tax delinquent files**
  - ☐ **Per Capita Tax files**
  - ☐ **Transfer Tax records**
  
- ☐ **Employee files:**
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**BOX # 13**

**2012 Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
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- ☐ Municipal per Capita Tax Report
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- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
- ☒ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
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**BOX # 14**

**2012-13 Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
- ☐ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☒ Employee files:
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**BOX # 15**

2014-15 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
- ☒ Employee files:
- ☒ Payroll records
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**BOX # 16**

2011 **Records Disposition List**

- 2010
- ☐ Accounts Payable by Vendor
    - A - \_\_\_\_\_
  - ☐ Accounts Payable by Vendor
    - \_\_\_\_\_ - Z
  - ☐ National Recovery Agency Reports
  - ☐ Voucher list
  - ☐ Municipal per Capita Tax Report
  - ☐ Tax Claim Transactions
  - ☐ Golf Course Purchase Orders
  - ☐ Statement of Taxes Collected
  - ☐ Real Estate Transfer Taxes
  
  - ☐ General Fund Receipts by Month
  
  - ☒ Golf Course Receipts by Month - 2010
  
  - ☒ Taxes and Water Sewer Billing - 2011
    - ☐ Real Estate tax Notices
    - ☐ Tax duplicate records
    - ☐ Tax delinquent files
    - ☐ Per Capita Tax files
    - ☐ Transfer Tax records
  
  - ☐ Employee files:
  - ☐ Payroll records
  - ☐ Leave records
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**BOX #** 17

2013 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
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- ☐ Statement of Taxes Collected
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- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
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**BOX #** 18

2013 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
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- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☒ Golf Course Receipts by Month
  
- ☒ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
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**BOX #** 19

2013 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - \_\_\_\_\_ - Z
- ☐ National Recovery Agency Reports
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- ☐ Real Estate Transfer Taxes
  
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- ☒ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
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**BOX #** 20

2013 **Records Disposition List**

- ☐ Accounts Payable by Vendor
  - A - \_\_\_\_\_
- ☐ Accounts Payable by Vendor
  - 2 - Z
- ☐ National Recovery Agency Reports
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- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
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- ☐ General Fund Receipts by Month
- ☐ Golf Course Receipts by Month
  
- ☐ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
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**BOX #** 21

2013-14 **Records Disposition List**

- ☐ Accounts Payable by Vendor  
A – \_\_\_\_\_
- ☐ Accounts Payable by Vendor  
\_\_\_\_\_ – Z
- ☐ National Recovery Agency Reports
- ☐ Voucher list
- ☐ Municipal per Capita Tax Report
- ☐ Tax Claim Transactions
- ☐ Golf Course Purchase Orders
- ☐ Statement of Taxes Collected
- ☐ Real Estate Transfer Taxes
  
- ☐ General Fund Receipts by Month
  
- ☐ Golf Course Receipts by Month
  
- ☒ Taxes and Water Sewer Billing
  - ☐ Real Estate tax Notices
  - ☐ Tax duplicate records
  - ☐ Tax delinquent files
  - ☒ Per Capita Tax files
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\_\_\_\_\_**Records Disposition List**

- ☐ Accounts Payable by Vendor  
A – \_\_\_\_\_
- ☐ Accounts Payable by Vendor  
\_\_\_\_\_ – Z
- ☐ National Recovery Agency Reports
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- ☐ Golf Course Receipts by Month
  
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  - ☐ Tax delinquent files
  - ☐ Per Capita Tax files
  - ☐ Transfer Tax records
  
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- ☐ Bank Statements