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 18th day of April, 2023.

LONDONDERRY TOWNSHIP
BOARD OF SUPERVISORS

ATTEST:	
Ву:	By: Ahlak
Secretary/Treasurer	Chair

BOX #	BOX # <u>2</u>	
2012 Records Disposition List	2 <u>012</u> Records Disposition List	
☐ Accounts Payable by Vendor	☐ Accounts Payable by Vendor	
A –	A	
□ Accounts Payable by Vendor	□ Accounts Payable by Vendor	
Z	·Z	
☐ National Recovery Agency Reports	□ National Recovery Agency Reports	
☐ Voucher list	□ Voucher list	
☐ Municipal per Capita Tax Report	☐ Municipal per Capita Tax Report	
☐ Tax Claim Transactions	☐ Tax Claim Transactions	
☐ Golf Course Purchase Orders	☐ Golf Course Purchase Orders	
☐ Statement of Taxes Collected	☐ Statement of Taxes Collected	
☐ Real Estate Transfer Taxes	☐ Real Estate Transfer Taxes	
☐ General Fund Receipts by Month	☐ General Fund Receipts by Month	

Golf Course Receipts by Month

☐ Taxes and Water Sewer Billing

Deposit 5

☐ Real Estate tax Notices

☐ Tax duplicate records

☐ Transfer Tax records

☐ Statement of revenue & expenditures

☐ Employee files:☐ Payroll records

☐ Leave records

☐ End of Month Reports

Bank Statements

□ Balance sheets for all funds

☐ Tax delinquent files☐ Per Capita Tax files

Golf Course Receipts by Month

☐ Real Estate tax Notices

☐ Tax duplicate records

☐ Tax delinquent files

☐ Per Capita Tax files☐ Transfer Tax records

☐ Employee files:

☐ Leave records

□ Bank Statements

☐ Balance sheets for all funds

☐ Statement of revenue & expenditures

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
.	W
	Employee files: Payroll records
	Leave records
	End of Month Reports
	-
	Statement of revenue & expenditures
	Bank Statements
Ц	Dank Statements

Old computer parts

BOX # <u>4</u>

	Accounts Payable by Vendor
	A Accounts Payable by Vendor Z
	Voucher list
	Municipal per Capita Tax Report
	·
	Golf Course Purchase Orders
	Statement of Taxes Collected
	Real Estate Transfer Taxes
Æ	General Fund Receipts by Month
X	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
	±
	P T T T T T T T T T T T T T T T T T T T
Z	Bank Statements
	Deposits and

2011 Records Disposition List

Accounts Payable by Vendor
A- <u>//</u> 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 # <u>6</u>

20/2 Records Disposition List

	Accounts Payable by Vendor
	A –
	Accounts Payable by Vendor
	·Z
	National Recovery Agency Reports
	Voucher list
□.	1 1 1 1
	Tax Claim Transactions
	Golf Course Purchase Orders
	·
	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
	Dalance sheets for an funds

☐ Bank Statements

BO	X# <u> </u>	BOX #
2012	Records Disposition List	2011 Records Disposition List
<u> </u>	Accounts Payable by Vendor	☐ Accounts Payable by Vendor A —
	Accounts Payable by Vendor -Z	☐ Accounts Payable by Vendor —Z
· 🛮	National Recovery Agency Reports	☐ National Recovery Agency Reports
	Voucher list	☐ Voucher list
	Municipal per Capita Tax Report	☐ Municipal per Capita Tax Report
	Tax Claim Transactions	☐ Tax Claim Transactions
	Golf Course Purchase Orders	□ Golf Course Purchase Orders
	Statement of Taxes Collected	☐ Statement of Taxes Collected
	Real Estate Transfer Taxes	☐ Real Estate Transfer Taxes
	General Fund Receipts by Month	☐ General Fund Receipts by Month
	Golf Course Receipts by Month	Golf Course Receipts by Month
	Taxes and Water Sewer Billing	☐ Taxes and Water Sewer Billing
	☐ Real Estate tax Notices	☐ Real Estate tax Notices
	☐ Tax duplicate records	☐ Tax duplicate records
	☐ Tax delinquent files	☐ Tax delinquent files
	☐ Per Capita Tax files	☐ Per Capita Tax files
	☐ Transfer Tax records	☐ Transfer Tax records
	Employee files:	☐ Employee files:

☐ Payroll records

☐ Bank Statements

□ End of Month Reports

☐ Balance sheets for all funds

☐ Statement of revenue & expenditures

☐ Leave records

☐ Payroll records

☐ Bank Statements

☐ End of Month Reports

☐ Balance sheets for all funds

☐ Statement of revenue & expenditures

☐ Leave records

BOX	#	7

Z<u>C//</u> Records Disposition List

ш	Accounts I ayable by Venuor
	A Accounts Payable by Vendor -Z
	National Recovery Agency Reports
	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
سليله	Taxes and Water Sewer Billing
	Real Estate tax Notices
	□ Tax duplicate records
	☐ Tax delinquent files
	☐ Per Capita Tax files
	☐ Transfer Tax records
	Evanlarea Class
	Employee files:
	Payroll records Leave records
	•
	Statement of revenue & expenditures
	Noncontrate at a parme of publishing for

☐ Bank Statements

BOX # <u>/O</u>

	Accounts Payable by Vendor			
	A –			
	Accounts Payable by Vendor			
£.	$-\mathbf{Z}$			
	Voucher list			
□ .	Municipal per Capita Tax Report			
	Tax Claim Transactions			
	Golf Course Purchase Orders			
	Statement of Taxes Collected			
	Real Estate Transfer Taxes			
П	General Fund Receipts by Month			
L	General Fund Receipts by 1410mm			
	Golf Course Receipts by Month			
	☐ Real Estate tax Notices			
	☐ Tax duplicate records			
	☐ Tax delinquent files			
	☐ Per Capita Tax files			
	☐ Transfer Tax records			
	Employee files:			
	- ·			
	3			
	Leave records			
	*			
	Statement of revenue & expenditures			
	Bank Statements			

/	1	
	/	/ [

BOX # <u>/√</u>

BOX # _/| 2013 Records Disposition List

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

□ Voucher list

BOX # / ⊄

2012 Records Disposition List

☐ Accounts Payable by Vendor

☐ Accounts Payable by Vendor

☐ Tax Claim Transactions

☐ National Recovery Agency Reports

☐ Municipal per Capita Tax Report

General Fund Receipts by Month

☐ Golf Course Purchase Orders

☐ Statement of Taxes Collected

Golf Course Receipts by Month

☐ Taxes and Water Sewer Billing

☐ Real Estate Transfer Taxes

☐ Accounts Payable by Vendor **A** – Accounts Payable by Vendor ☐ 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

2012-13 Records Disposition List

☐ 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

☐ Leave records

☐ End of Month Reports

☐ Balance sheets for all funds

☐ Statement of revenue & expenditures

Bank Statements

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		
<u>_</u>	Employee files:		
	-Payroll records		
	Leave records		
	End of Month Reports		
	Balance sheets for all funds		
	Statement of revenue & expenditures		
	Bank Statements		

BOX # <u>/(e</u>___

BUX # <u>/@</u>
2011 Records Disposition List
 COC □ Accounts Payable by Vendor □ Accounts Payable by Vendor
—————————————————————————————————————
 □ 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 -20/0
☐ Taxes and Water Sewer Billing - 20//☐ Real Estate tax Notices☐ Tax duplicate records☐ Tax delinquent files☐ Per Capita Tax files☐ Transfer Tax records
T Trumbovos Alexa

П	Employee	files:
_		***

- ☐ Payroll records
- ☐ Leave records
- ☐ End of Month Reports
- ☐ Balance sheets for all funds
- ☐ Statement of revenue & expenditures
- ☐ Bank Statements

Records Disposition List Accounts Payable by Vendor	BOX #	BOX # <u>/8</u>
A	2 <u>513</u> Records Disposition List	2013 Records Disposition List
□ Voucher list □ Voucher list □ Municipal per Capita Tax Report □ Municipal per Capita Tax Report □ Tax Claim Transactions □ Tax Claim Transactions □ Golf Course Purchase Orders □ Golf Course Purchase Orders □ Statement of Taxes Collected □ Statement of Taxes Collected □ Real Estate Transfer Taxes □ Real Estate Transfer Taxes □ General Fund Receipts by Month □ Golf Course Receipts by Month □ Taxes and Water Sewer Billing □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Real Estate tax Notices □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files	7 7	☐ Accounts Payable by Vendor
□ Municipal per Capita Tax Report □ Municipal per Capita Tax Report □ Tax Claim Transactions □ Tax Claim Transactions □ Golf Course Purchase Orders □ Golf Course Purchase Orders □ Statement of Taxes Collected □ Statement of Taxes Collected □ Real Estate Transfer Taxes □ Real Estate Transfer Taxes □ General Fund Receipts by Month □ General Fund Receipts by Month □ Golf Course Receipts by Month □ Golf Course Receipts by Month □ Taxes and Water Sewer Billing □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Real Estate tax Notices □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files	☐ National Recovery Agency Reports	☐ National Recovery Agency Reports
□ Tax Claim Transactions □ Tax Claim Transactions □ Golf Course Purchase Orders □ Golf Course Purchase Orders □ Statement of Taxes Collected □ Statement of Taxes Collected □ Real Estate Transfer Taxes □ Real Estate Transfer Taxes □ General Fund Receipts by Month □ General Fund Receipts by Month □ Golf Course Receipts by Month □ Golf Course Receipts by Month □ Taxes and Water Sewer Billing □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Real Estate tax Notices □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files	□ Voucher list	□ Voucher list
□ Golf Course Purchase Orders □ Golf Course Purchase Orders □ Statement of Taxes Collected □ Statement of Taxes Collected □ Real Estate Transfer Taxes □ Real Estate Transfer Taxes □ General Fund Receipts by Month □ Golf Course Receipts by Month □ Taxes and Water Sewer Billing □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Real Estate tax Notices □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files	 Municipal per Capita Tax Report 	☐ Municipal per Capita Tax Report
□ Statement of Taxes Collected □ Statement of Taxes Collected □ Real Estate Transfer Taxes □ Real Estate Transfer Taxes □ General Fund Receipts by Month □ General Fund Receipts by Month □ Golf Course Receipts by Month □ Golf Course Receipts by Month □ Taxes and Water Sewer Billing □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Real Estate tax Notices □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files	□ Tax Claim Transactions	☐ Tax Claim Transactions
□ Real Estate Transfer Taxes □ Real Estate Transfer Taxes □ General Fund Receipts by Month □ General Fund Receipts by Month □ Golf Course Receipts by Month □ Golf Course Receipts by Month □ Taxes and Water Sewer Billing □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Real Estate tax Notices □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files	☐ Golf Course Purchase Orders	□ Golf Course Purchase Orders
☐ 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 ☐ 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	☐ Statement of Taxes Collected	☐ Statement of Taxes Collected
☐ Golf Course Receipts by Month ☐ Taxes and Water Sewer Billing ☐ Real Estate tax Notices ☐ Tax duplicate records ☐ Tax delinquent files ☐ Per Capita Tax files ☐ Golf Course Receipts by Month ☐ Taxes and Water Sewer Billing ☐ Real Estate tax Notices ☐ Tax duplicate records ☐ Tax delinquent files ☐ Per Capita Tax files ☐ Per Capita Tax files	☐ Real Estate Transfer Taxes	☐ Real Estate Transfer Taxes
 □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Tax duplicate records □ Tax delinquent files □ Per Capita Tax files □ Taxes and Water Sewer Billing □ Real Estate tax Notices □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Per Capita Tax files 	☐ General Fund Receipts by Month	☐ General Fund Receipts by Month
 □ Real Estate tax Notices □ Tax duplicate records □ Tax delinquent files □ Per Capita Tax files □ Real Estate tax Notices □ Tax duplicate records □ Tax delinquent files □ Per Capita Tax files 	☐ Golf Course Receipts by Month	Golf Course Receipts by Month
 □ Tax duplicate records □ Tax duplicate records □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files 	☐ Taxes and Water Sewer Billing	☐—Taxes and Water Sewer Billing
 □ Tax delinquent files □ Per Capita Tax files □ Per Capita Tax files 	☐ Real Estate tax Notices	☐ Real Estate tax Notices
☐ Per Capita Tax files ☐ Per Capita Tax files	☐ Tax duplicate records	☐ Tax duplicate records
-	☐ Tax delinquent files	\Box Tax delinquent files
☐ Transfer Tax records ☐ Transfer Tax records	□ Per Capita Tax files	Per Capita Tax files
	☐ Transfer Tax records	☐ Transfer Tax records

Employee files:

∠ Payroll records ☐ Leave records

□ Bank Statements

☐ End of Month Reports

☐ Balance sheets for all funds

☐ Statement of revenue & expenditures

☐ Employee files: ☐ Payroll records

☐ Leave records

□ Bank Statements

☐ End of Month Reports ☐ Balance sheets for all funds

☐ Statement of revenue & expenditures

BOX#	17
------	----

☐ Bank Statements

2013 Records Disposition List

Accounts Payable by Vendor		Accounts Payable by Vendor
A –		A
Accounts Payable by Vendor		Accounts Payable by Vendor
Z		$-\mathbf{Z}$
		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		Real Estate Transfer Taxes
General Fund Receipts by Month		General Fund Receipts by Month
Golf Course Receipts by Month		Golf Course Receipts by Month
Taxes and Water Sewer Billing		Taxes and Water Sewer Billing
☐ Real Estate tax Notices		☐ Real Estate tax Notices
☐ Tax duplicate records		☐ Tax duplicate records
☐ Tax delinquent files		☐ Tax delinquent files
☐ Per Capita Tax files		☐ Per Capita Tax files
☐ Transfer Tax records		☐ Transfer Tax records
Employee files:		Employee files:
-		Payroll records
Leave records		Leave records
Ecu, C 10001 CD		
		End of Month Reports
End of Month Reports Balance sheets for all funds		End of Month Reports Balance sheets for all funds
	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	A

BOX # 20

☐ Bank Statements

□ Bank Statements

□ Bank Statements

Records Disposition List

2013-14 Records Disposition List

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