### RESOLUTION 2024 – 06 FOR THE YEAR 2024

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

**WHEREAS**, by virtue of Resolution 2015-09 adopted September 8, 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 Board Supervisors of Londonderry Township this 4th day of March, 2024.

LONDONDERRY TOWNSHIP BOARD OF SUPERVISORS

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Chairman

ATTEST:

Secretary/Treasurer

**SEAL** 

## BOX#

2016 Records Disposition List

## 2016 Records Disposition List

#### ☐ Accounts Payable by Vendor Accounts Payable by Vendor A-\_\_\_ A - iVAccounts Payable by Vendor ☐ Accounts Payable by Vendor $-\mathbb{Z}$ ☐ 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 ☐ 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 ☐ Bank Statements □ Bank Statements

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# 2016 Records Disposition List

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	Voucher list				
	Municipal per Capita Tax Report				
	Tax Claim Transactions				
	Golf Course Purchase Orders				
	Statement of Taxes Collected				
	Real Estate Transfer Taxes				
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	General Fund Receipts by Month				
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	Golf Course Receipts by Month				
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	☐ Tax duplicate records				
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☐ Bank Statements

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## 2016 Records Disposition List

☐ Accounts Payable by Vendor

## ☐ Accounts Payable by Vendor A - \_\_\_\_ Accounts Payable by Vendor $\sqrt{-z}$ □ 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

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2016 \_Records Disposition List

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

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