

**EXETER TOWNSHIP  
RESOLUTION NO. 2020 - \_\_\_\_**

***BE AND IT IS HEREBY RESOLVED*** by the Board of Supervisors of Exeter Township, Berks County, Pennsylvania, that

**WHEREAS**, by virtue of Ordinance No. 327, adopted May 11, 1992, Exeter Township declared its intent to follow the procedures for the disposition of records as set forth in the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued on May 17, 1982, as amended,

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the Board of Supervisors;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Exeter Township, in accordance with the above cited schedule, hereby authorizes the disposition of the following Township records:

- Accounts Payable History Reports – 1996-2005
- Account Receivable Reports – 1996-2005
- Budget Reports – 1996-2005
- General Ledger Trial Balance Reports – 1996-2005
- Parks & Recreation Receipts 2005-2007; 2011-2012
- Payroll Accrued Time Reports – 1997-2007
- Payroll Agency File History Reports – 1997-2007
- Payroll Attendance Registers – 1997-2007
- Payroll Check Registers – 1997-2007
- Payroll Deduction Reports – 1997-2007
- Payroll Employee Benefits Reports – 1997-2007
- Payroll Employee Maintenance Record Reports – 1997-2007
- Payroll Employee Record Reports – 1997-2007
- Payroll History Report – 1997-2007
- Payroll Wage Allocation Report – 1997-2007
- Reading Country Club Daily Sales Reports – 2012-2015
- Sewer Consolidated Accounting Listing Report – 2004
- Sewer Customer Detail Report – 2008
- Suspicious Activity reports - 2010 and 2011
- All Other Local incident reports - 2010 and 2011
- Alarm reports - 2010 and 2011
- Traffic and Non-Traffic citations with dispositions over 4 years old (these would be citations prior to 2016 with a final disposition)
- Speed Timing calibrations - 1999 to 2014
- Criminal History Dissemination Logs - Nov. 2007 – February 2011

**PASSED AND APPROVED** at a Regular Meeting of the Board of Supervisors of Exeter Township, Berks County, Pennsylvania, held this 10<sup>th</sup> day of February, 2020.

EXETER TOWNSHIP

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Dave Speece, Chairperson

Attest:

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Laurie Getz, Secretary