

**RESOLUTION R2008-06
RECORDS DISPOSAL**

Hopewell Township, Beaver County, Pennsylvania

RESOLVED by the Board of Commissioners of the Township of Hopewell, Beaver County, Pennsylvania, that

WHEREAS, by virtue of Resolution No. 2002-16, adopted November 4, 2002, the Township of Hopewell declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, 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 Commissioners of the Township of Hopewell, Beaver County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorize the disposition of the following attached public records on this date, March 10, 2008:


Sewer Utility Ledgers and Reports.

Attest:



Gerald G. Orsini, Manager

Chuck Piroli., President
Hopewell Township Board of Commissioners



(Seal)

LIST OF ITEMS TO BE SHRED

1997 – (for the entire year)

Cresswell Heights Joint Authority – Usage Journal

1998 – (for the entire year)

Cash Receipts Edit Lists
Cresswell Heights Joint Authority – Usage Journal
Delinquent Notice Reports
Aged Trial Balance lists
Monthly Billing Report; and Monthly Billing Report Acct. # order
Monthly Billing Journal
Cash Receipts Journal
Late Charges List
Readings Proof Lists
Water Billing Reference List
Transaction Listing
Municipal Water Authority of Aliquippa – Consumption Reports
Monthly Collection Summary
Reverse Last Penalty Calculation Report
Account Status Report
Customer List
Balance Due Report
Other Charges Report
Pre- Billing Report – Acct. # Order
Payment Received Detail Report
Late Fees Assessed Report
Lien Letters
Beaver County Tax Claim Bureau – Quarterly Collection Report
Shut off Notice Report
Billing Receipts (Stubs)
Past Due List
Account Balances
Billing Adjustments and Edit Lists

1999 – (for the entire year)

Beaver County Valuation & Taxation of Real and Personal Property – 3 sets
Usage Journals
Cash Receipts Journals
Customer List
Disbursement Journal
General Journal – A/R
General Ledger Trial Balance
Readings Proof List
Transaction Listing
Monthly Collection Summary
General Ledger Distribution of Utility Billing
General Fund Statement of Income & Expense
General Fund – A/R
General Fund Balance Sheet
Billing Journals
Well Accounts
Reverse Last Bill Calculation Reports
Aged Trial Balances
Past Due
Cresswell Readings

2000 – (for the entire year)

General Ledger Work Sheet
Interim Receipts Report
Aged Trial Balances
Account Balances
Monthly Collection Summaries
Aliquippa Consumption Reports
Flex Bill – Billing Journals
List of Bills
Realty Transfers
Aged Accounts Reports
Cresswell Readings
Billing Reports
Customer Lists
Transaction Listings
Cash Receipts Journals
Past Due List
Billing Journals