

# RESOLUTION R-2013-02

## 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 public records:

1. Sewer records from 2005 as listed and described in attachment "A"
2. General Fund, Sewer Fund, Sewer Construction Fund, Park Fund and Liquid Fuels Fund records from 2005 as listed and described in attachment "B"

Attest:

  
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Andy Brunette, Manager

  
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John Norman Kraus Jr., President  
Hopewell Township Board of Commissioners

(Seal)

**SEWER FILES TO SHRED**

- BOX 1** Sewer Authority Files 2005
- BOX 2** C/R Billing Journals 11/2005 – 12/2005  
School Sludge 1/2005 – 12/2005
- BOX 3** C/R Deposit Stubs – 8/24/2005 – 12/31/2005
- BOX 4** C/R Deposit Stubs – 6/3/2005 – 8/23/2005
- BOX 5** C/R Deposit Stubs – 1/1/05 – 3/18/05
- BOX 6** M/E Summary Reports – 1/2005 – 12/2005
- BOX 7** C/R Journals – 4/2005 – 6/2005
- BOX 8** Billing Journals – 7/2005 – 10/2005
- BOX 9** Sewer Asst'd/Misc Files 2005
- BOX 10** M/E Reports – 1/2005 – 12/2005
- BOX 11** Sewer bill copies - 2005
- BOX 12** C/R Journals – 7/2005 – 9/2005
- BOX 13** C/R Deposit Stubs 3/21/2005 – 6/2/2005
- BOX 14** Sewer Dye Test Information CERTS/LOGS 2000 - 2005
- BOX 15** C/R Journals 1/2005 – 3/2005
- BOX 16** 2005 Lien Files/Alpha – A - M
- BOX 17** Lien Files Current 2005 – Service app files

**BOX 18** 2005 Lien Files/Alpha – N – Z

**BOX 19** Billing Journals – 1/2005 – 6/2005

**BOX 20** C/R Journals – 10/2005 – 12/2005

## ATTACHEMENT "B"

1. 2005 Accounts Payable records from the General, Sewer, Sewer Construction, Park, and Liquid Fuels Fund
2. 2005 Journal Entry Books
3. 2005 Bank Statements
4. 2005 Financial Statements, Budget Reports, and List of Bills
5. 2005 Receipt Books