

RESOLUTION R-2025-03
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. 2022-14, adopted July 11, 2022, 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 December 16, 2008 and Amended March 28, 2019, 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:


Cash Receipts	January - December	2015
Lien Letters	A-Z	2015
Adjustment Bill Summary		2015
Credit Card Receipt		2015
Adjustment Bill Summary		2016
Credit Card/ ACH Receipt		2016
Lien Letters		2016
Bank Reconciliation		2016
Cash Receipt	January - December	2016
Fixed Adjustment Assesst		2016
Closing Sewer Report		2015-2016
Dye Test Application Inspection Report		2016-2017
Credit Card Receipt		2017
Cash Receipt/ ACH Receipt		2017
Alfa File	A-Z	2017
Adjustment Bill Summary		2017

Attest:



 Jamie Yurcina Manager/Controller

Rich Bufalini, President
 Hopewell Township Board of Commissioners



(Seal)