

**NEWBERRY TOWNSHIP**

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**RESOLUTION NO. 2023-10**

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**A RESOLUTION AUTHORIZING THE  
DESTRUCTION OF CERTAIN PUBLIC RECORDS  
PURSUANT TO THE MUNICIPAL RECORDS  
MANUAL OF THE LOCAL GOVERNMENT  
RECORDS COMMITTEE FOR NEWBERRY  
TOWNSHIP, YORK COUNTY**

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**WHEREAS**, Newberry Township (“Township”) is a second class township duly organized and existing under the Second Class Township Code and is a keeper of certain public records; and

**WHEREAS**, pursuant to the Municipal Records Act (Act), 53 Pa. C.S.A. 1381, et seq.; and Act 428 of 1968, the Municipal Records Act (Act), the Township desires to destroy certain enumerated public records; and

**WHEREAS**, pursuant to the Act, the Local Government Records Committee has approved the Municipal Records Manual of December 16, 2008, as amended on March 28, 2019; and

**WHEREAS**, by virtue of Resolution No.04-14, adopted September 14, 2004, the Township has resolved to follow the schedules and procedures in the Municipal Records Manual.

**NOW, THEREFORE, BE IT RESOLVED** and it is hereby resolved that the Township intends to destroy, and the Board of Supervisors authorizes the destruction of, the following records:

1. Accounts payable records prior to 2016
2. Recycling reports prior to 2016
3. Refuse bills prior to 2016.
4. Payroll records prior to 2016
5. Insurance claims permitted by Act 53.
6. Liquid Fuels records prior to 2016
7. Pumper reports prior to 2016
8. PURTA reports prior to 2016
9. Foreign Fire Tax information prior to 2016
10. Sewer check registers prior to 2016
11. Bids, contracts, and agreements prior to 2016
12. Closed bank account check books prior to 2016.
13. Sewer Bill receipts prior to 2022

14. Health Insurance records and information prior to 2016.
15. Paper back up records of Budgets prior to 2016.
16. Cancelled checks, Deposit slips, cash receipts, and Bank Statements/Reconciliations prior to 2016
17. Insurance Policies (from expiration, no claims) prior to 2016
18. Insurance Claims (from settlement) prior to 2016
19. Act 205 information prior to 2016
20. Multiple NTMA checking account registers prior to 2016.
21. NTMA accounts payable prior to 2016.
22. Bond information prior to 2016.
23. Miscellaneous documents not specified under record retention prior to 2016.  
E.g., complaint forms, mileage reports, leave accumulation reports, animal control documents, grants.

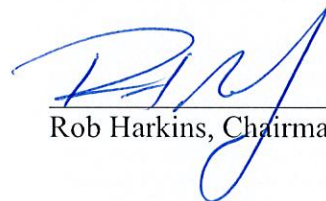
This Resolution shall be effective immediately.

**RESOLVED** this 28th day of February 2023, by the Board of Supervisors of the Township of Newberry, York County, Pennsylvania.

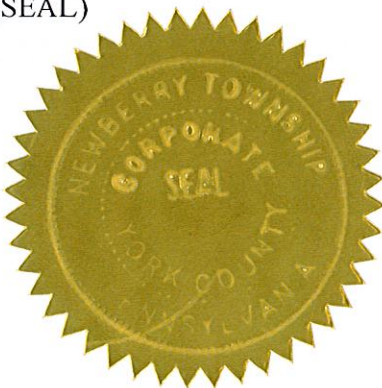
ATTEST:

NEWBERRY TOWNSHIP  
BOARD OF SUPERVISORS

  
\_\_\_\_\_  
Anthony Miller, Secretary

  
\_\_\_\_\_  
Rob Harkins, Chairman


(SEAL)



**CERTIFICATE**

I, the undersigned, Secretary of the Board of Supervisors of the Township of Newberry, York County, Pennsylvania (the "Township"), certify that he foregoing is a true and correct copy of a Resolution of the Board of Supervisors of the Township which was duly enacted by 4 to 0 affirmative vote majority of the members of the Board of Supervisors of the Township, at a special meeting held on February 28th, 2023, that said Resolution has been recorded in the Resolution Book of the Township; that said Resolution was duly published as required by law; and that said Resolution remains in effect, unaltered and unamended as of the date of this Certificate.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township on this 28th day of February 2023.

  
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Anthony Miller, Secretary