

**LIBERTY TOWNSHIP**  
**ADAMS COUNTY, PENNSYLVANIA**

**RESOLUTION NO.: 2020-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF LIBERTY TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA, DISPOSITION OF FINANCIAL RECORDS PRIOR TO 2011**

WHEREAS, by virtue of Resolution NO. 2020-08, adopted July 7, 2020, Liberty Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008 as 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 Supervisors of Liberty Township, Adams County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records for the years prior to and including **2011**:

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|--|--|--|
| • <b>Account Distribution Summaries (Treasurer's Report)</b> | • <b>Balance Sheets</b>                      | • <b>Investment Records</b>                |
| • <b>Accounts Payable Files and Ledgers</b>                  | • <b>Bank Statements and Reconciliations</b> | • <b>Purchase Order Files</b>              |
| • <b>Accounts Receivable Files and Ledgers</b>               | • <b>Cancelled Checks</b>                    | • <b>Purchasing Files</b>                  |
| • <b>Annual Budget Related Records</b>                       | • <b>Check Registers</b>                     | • <b>Supply Requisitions</b>               |
| • <b>Audit Workpapers</b>                                    | • <b>Daily Cash Records</b>                  | • <b>Surplus Property Logs</b>             |
|  | • <b>Deposit Slips</b>                       | • <b>Surplus Property Sale Files</b>       |
|  | • <b>Depreciation Schedules</b>              | • <b>Utility and Paid Service Receipts</b> |
|  | • <b>Expense Reports (Employee)</b>          | • <b>Vendor Files</b>                      |
|  | • <b>Financial Statements</b>                | • <b>Voucher Files</b>                     |

*Financial and Purchasing Records retained permanently include: one copy of the Annual Budget and Official Audit Reports*

ENACTED AND RESOLVED THIS 4<sup>th</sup> DAY OF AUGUST 2020.

Attested:

  
Wendy Peck, Secretary

BOARD OF SUPERVISORS  
LIBERTY TOWNSHIP

By   
Walter Barlow, Chairman

  
Robert Jackson, Vice Chairman

  
Robert Keilholtz, Supervisor