

LIBERTY TOWNSHIP
ADAMS COUNTY, PENNSYLVANIA

RESOLUTION NO.: 2020-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LIBERTY TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA, DISPOSITION OF PAYROLL 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**:


- Cancelled Payroll Checks
- Employee Payroll Adjustment Records
- Individual Employees Earning Records-Terminated Employees
- Payroll Deduction Authorization
- Payroll Earnings and Deductions Registers
- Payroll Voucher (Check) Registers
- Pension Files-Individual Employees
- Pension Plan Data Sheets
- Pension Plans-Administration Records
- Quarterly Returns of Withholding of Federal Income Tax
- Quarterly Statements of State and Local Tax Withheld
- Social Security Reports
- Time Cards and Attendance Records
- Unemployment Compensation Records
- Wage and Tax Statements (W2-Forms)
- Withholding Allowance Certificates (W-4 Forms)
- 1099 Forms (Employer's copy of U.S. Information Return for Calendar Year)


ENACTED AND RESOLVED THIS 4th DAY OF AUGUST 2020.


Attested:


Wendy Peck, Secretary

BOARD OF SUPERVISORS
LIBERTY TOWNSHIP

By 
Walter Barlow, Chairman


Robert Jackson, Vice Chairman


Robert Keilholtz, Supervisor