

DRAFT

Upper Makefield *Township*

Bucks County, Pennsylvania

RESOLUTION NO. 2020-05-19-02

A Resolution of Upper Makefield Township, Bucks County, Commonwealth of Pennsylvania, Providing for the Destruction of Documents According to the Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments Promulgated by the Pennsylvania Historical and Museum Commission under the Authority of the Municipal Records Act

WHEREAS, Upper Makefield Township is a Township of the Second Class located in Bucks County, Pennsylvania; and

WHEREAS, Upper Makefield accumulates documents and records in the course of conducting business; and,

WHEREAS, Upper Makefield Township wishes to purge their files of documents which are no longer necessary or have exceeded their useful life, within the legal guidelines and recommendation of the Pennsylvania Historical and Museums Commission, promulgated pursuant to The Municipal Records Act of January 18, 1968 (P.L. 961, No. 428); and,

WHEREAS, The Board of Supervisors of Upper Makefield Township wishes to declare its intent to follow the Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments,

NOW, THEREFORE, it is hereby **RESOLVED** by the Board of Supervisors of Upper Makefield Township as follows:

1. All documents and records of Upper Makefield Township shall be disposed of in accordance with the Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments (the "Schedule") as prepared by the Local Government Records Committee of the Pennsylvania Historical and Museum Commission pursuant to the authority of The Municipal Records Act.
2. The Board of Supervisors, in accordance with the above Municipal Records Act, authorizes the disposition and destruction of the following records:
 - (1) Bills and Income (all funds) – 2012
 - (2) Bank Statements (all funds) – 2012
 - (3) Pension Financial Reports and Actuarial Evaluations – 1967-1993
 - (4) Insurance Policies – 2001-2012
 - (5) Cleaning Services Bids – 2008-2014
 - (6) PSATS Salary Surveys – 2008-2012
 - (7) Public Utility Reports – 1998-2012
 - (8) Pollution Liability Insurance Policies- 2008-2013
 - (9) Pension Plans Fiduciary Polices – 2011-2015
 - (10) Solomon Smith Barney Agreements – 2001-2010
 - (11) Bank Signature Cards – 2012
 - (12) PA Uniform Construction Code Reports – 2004-2014
 - (13) Sales and Use Tax Exempt Forms – 2016



- (14) W-9 Forms – 2015-2016
- (16) Electronic Fund Transfer Forms – 1997-2011
- (17) Elected Official Bonds (former officials) - 2013-2014
- (18) Emergency Health Services Yearly Reports – 2011-2014
- (19) Upset Tax Sale Reports – 2011-2014
- (20) Water Meter Reading Switchout Reports- 2012
- (21) Water Testing Request Letters- 2010-2014
- (22) Payroll Reports – 1960-2008
- (23) Ledgers (all funds) – 1981-2011
- (24) Right to Know Requests – 2009-2016
- (25) Signed Agreement between Telvue and UMT- 2008
- (26) Access Channel Service and Support AGR (Telvue) – 2005
- (27) Master Contract Telvue and UMT – 2005
- (28) Eight Amendment to Thorpe/BB Park Agreement- 2003
- (29) Seventh Amendment to Maintenance Agr – Thorpe – 2002
- (30) Fifth Amendment to Maintenance Agr – Thorpe- 2000
- (31) Maintenance Bond for Demo of 995 Cox – 2009
- (32) Contractor’s Release (Sol Feinstone Flashers) – 2006
- (33) Townscapes Bonds – 2011-2014
- (34) Heritage Hills Tank Painting Contract – 2001-004
- (35) Franc Environmental Bond – 2007-2011
- (36) MA Landscape Bond- 2012
- (37) Comcast Cable Performance and Maintenance Bonds – 2000-2002
- (38) Verizon Permit Bond & Franchise Bond – 2004-2006
- (39) Morton Salt Performance Bonds – 2014
- (40) Bray Bros. Maintenance Bond - 2013

SO RESOLVED this 19th day of May, A.D. 2020.

UPPER MAKEFIELD TOWNSHIP BOARD OF SUPERVISORS

ATTEST:

David R. Nyman
Township Manager

Thomas F. Cino, Chair
Board of Supervisors

