



HATFIELD TOWNSHIP

Resolution #11-45

RECORDS DISPOSITION

WHEREAS, by virtue of Resolution 90-06 adopted March 13, 1990, the Township of Hatfield declared its intent to follow the procedures for the disposition of records as set forth in the Retention Disposition Schedule for Records of Pennsylvania Municipalities 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 Township of Hatfield, in accordance with the above cited schedule, hereby authorizes the disposition of the following public records:

ITEM DESCRIPTION

REQUIRED RETENTION

Financial Records:

Seven Years

- Invoices - 2004
- Payroll – 2004
- Cash Receipts – 2004
- Cancelled Check – 2004
- Deposit Slips – 2004
- Bank Statements/Reconciliation

Employee Records:

- Non-Benefit Related Records – 2006 Five Years
- Work-Comp Records – 2007 Four Years
- Applications for Employment – 2009 Two Years

RESOLVED AND ADOPTED THIS 21st DAY OF DECEMBER 2011.

ATTEST

**HATFIELD TOWNSHIP
BOARD OF COMMISSIONERS**

BY: _____

Thomas C. Zipfel, President

Andrew S. Haines
Township Manager/Secretary