



**HATFIELD TOWNSHIP**

Resolution #12-39

**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 - 2005
- Payroll – 2005
- Cash Receipts – 2005
- Cancelled Check – 2005
- Deposit Slips – 2005
- Bank Statements/Reconciliation – 2005

Employee Records:

- Non-Benefit Related Records – 2007                      Five Years
- Work-Comp Records – 2008                                      Four Years
- Applications for Employment – 2010                      Two Years

**RESOLVED AND ADOPTED THIS 19<sup>th</sup> DAY OF DECEMBER 2012.**

**ATTEST**

**HATFIELD TOWNSHIP  
BOARD OF COMMISSIONERS**

BY: \_\_\_\_\_  
Thomas C. Zipfel, President

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Andrew S. Haines  
Township Manager/Secretary