

**RESOLUTION 2024 – 05
RETENTION & DESTRUCTION OF MUNICIPAL RECORDS**

WHEREAS, the Commonwealth of Pennsylvania has established a uniform retention schedule maintaining municipal records:

THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Hellam Township authorizes the Secretary to maintain the files according to the Second Class Township Code and authorizes the retention and disposition of Township records in accord with the Pennsylvania Municipal Records Act and the Pennsylvania Municipal Records Manual.

DATE: JANUARY 2, 2024

BY: BOARD OF SUPERVISORS

ATTEST:

SECRETARY

**CHAIRMAN/VICE CHAIRMAN
HELLAM TOWNSHIP**