

RESOLUTION NO. 04-23

Resolved by the Board of Supervisors of New Sewickley Township, Beaver County, Pennsylvania, That

WHEREAS, by virtue of Resolution No. 04-23, adopted January 3, 2023, New Sewickley 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, 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 Board of Supervisors of New Sewickley Township, Beaver County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

ADMINISTRATION:

Municipal Lien Files
Recordings of Public Meetings
Permits and Licenses
Right-to-Know Requests
Computer Hardware and Software Manual & Program Coding
Equipment and Network Usage Documentation
Equipment Records
Application for Employment (Not Hired)
Building Permits & Applications
Driveway Permits
Oath of Municipal Office

TAX OFFICE:

Bill of Taxes
Cert for Taxes paid on Real Estate
Exoneration Cert Issued by Tax Collector
Mobile Home Removal Permits
Tax Bills, Paid Receipts
Tax Collector Monthly Report to Taxing District
Tax Collector's Return Sheets
Tax Duplicates

POLICE RECORDS:

Citations: Traffic and Non-Traffic
Accident Reports
Parking Violations
Right-to-Know

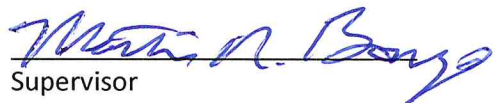
Attest:


Secretary

Signatures:


Chairman


Supervisor


Supervisor


Supervisor


Supervisor