

**RESOLUTION NO. 04-24**

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

**WHEREAS**, by virtue of Resolution No. 04-24, adopted January 2, 2024, 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

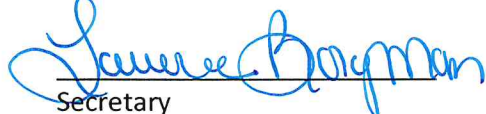
**POLICE RECORDS:**

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

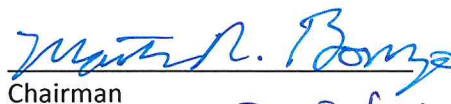
**TREASURER RECORDS:**


Treasurer Bonds  
Treasurer Reports  
Balance Sheets  
Bank/Reconciliation  
Deposit Slips

Attest:

  
Secretary

Signatures:

  
Chairman

  
Supervisor

  
Supervisor

  
Supervisor

  
Supervisor