

## **RESOLUTION 2023-04**

### **A RESOLUTION OF THE UPPER MONTGOMERY JOINT AUTHORITY, MONTGOMERY COUNTY, PENNSYLVANIA, TO AUTHORIZE THE DESTRUCTION OF CERTAIN ENUMERATED FINANCIAL AND BUSINESS RECORDS**

**WHEREAS**, pursuant to Resolution 2021-04, adopted on March 9, 2021, the Upper Montgomery Joint Authority (hereinafter “Authority”) declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 and amended on March 28, 2019; and

**WHEREAS**, pursuant to 53 Pa. C.S.A. §1381 et. seq., (also known as the Municipal Records Act and Act 428 of 1968) as amended, each individual act of disposition shall be approved by resolution of the governing body of the Municipal Authority; and

**WHEREAS**, the Authority has identified certain business and financial records to be disposed of.

**NOW THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED**, that the Authority hereby authorizes the destruction of the following public records in accordance with Resolution 2021-04 and the Municipal Records Manual as amended on March 28, 2019:

- Bills for payment – Fiscal years 2016 - 2017;
- Bank Statements – Fiscal years 2016 - 2017;
- Receipt Stubs – Fiscal years 2016 - 2017;
- Billing Reports (Billing Registers, Penalty Reports, Adjustment Reports, Trial Balances, Final Billing) – Fiscal years 2016 - 2017;
- Deposit Slips – Fiscal years 2016 - 2017;
- Final Certification Letters – Fiscal years 2016 - 2017;
- Duplicate copies of bills – Fiscal years 2016 - 2017;

- Employee Timecards – Fiscal years 2016 - 2017; and
- Checks from closed accounts.

**RESOLVED** and **ADOPTED** this **9th** Day of **May, 2023**.

UPPER MONTGOMERY JOINT AUTHORITY

BY: William J. Ingram  
(Vice) Chair

ATTEST: George J. Hudson  
(Assistant) Secretary