

RESOLUTION NO. 04-25

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

WHEREAS, by virtue of Resolution No. 04-25, adopted January 6, 2025, 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
 - Monthly Activity Reports
 - Building Reports
 - Contract Files
- 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

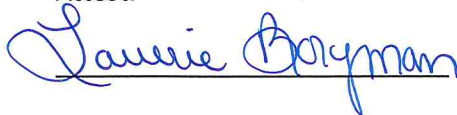
POLICE RECORDS:

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

TREASURER RECORDS:

- Treasurer Bonds
- Treasurer Reports
- Balance Sheets
- Bank/Reconciliation
- Deposit Slips

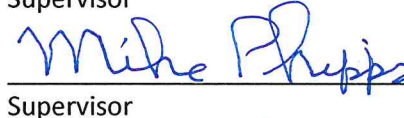
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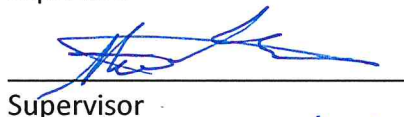

Laurie Bergman

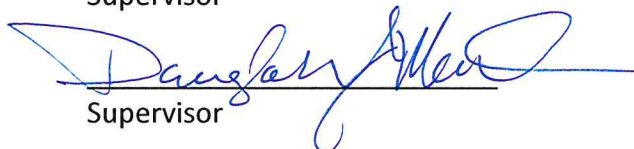
Signatures:


Chairman


Supervisor


Supervisor


Supervisor


Supervisor