

RESOLUTION NO. 2025-13

A RESOLUTION OF THE BOARD OF EAST HOPEWELL TOWNSHIP ESTABLISHING A RECORDS RETENTION AND DISPOSITION POLICY

WHEREAS, East Hopewell Township is required to establish and adopt a records retention and disposition policy to assure compliance with the Pennsylvania Municipal Records Act of 1968 (P.L. 961, No. 428); and

WHEREAS, East Hopewell Township wishes to dispose of certain records and the Board of Supervisors wishes to approve and authorize disposal in accordance with the Pennsylvania Municipal Records Act of 1968 (P.L. 961, No. 428); and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of East Hopewell Township, and it is hereby resolved, in lawful session assembled, that the Township hereby establishes an open records policy as follows:

Section 1. Purpose

The purpose of this resolution is to establish official policy to assure compliance with the Pennsylvania Municipal Records Act of 1968 (P.L. 961, No. 428) and to authorize the Secretary of the Township to dispose of certain records in accordance therewith.

Section 2. Establishment of Policy

East Hopewell Township hereby adopts by reference in its entirety the Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments as set forth Municipal Record Manual issued by the Pennsylvania Historical and Museum Commission Bureau of Archives and History, as approved on December 16, 2008 and as amended July 23, 2009, and as may be subsequently amended.

Section 3. Destruction of Records Authorized

In accordance with the above referenced retention and disposition schedule, East Hopewell Township hereby authorizes the Township Secretary to dispose of certain records as follows:

- a. All records dealing with billing and paid receipts for any township services may be destroyed after the expiration of seven (7) years from the date of said records.
- b. All routine administrative correspondence may be destroyed after the expiration of three (3) years from the date of said records.
- c. All other records may be destroyed or retained in accordance with the above Retention and Disposition Schedule for Records of Pennsylvania Municipal Governments or other applicable law.

Section 4. Effective Date

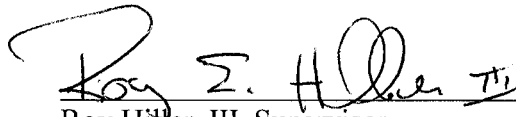
This policy shall become effective upon adoption.

ADOPTED at a regular public meeting of the East Hopewell Township Board of Supervisors on June 4, 2025, at which a quorum was present.

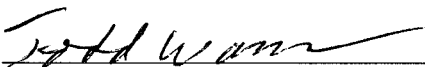
**EAST HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS**



Dean Miller, Chairman



Roy Hiffer, III, Supervisor



Todd Warner, Supervisor

ATTEST:



Laura Vasold, Secretary