

# LOWER NAZARETH TOWNSHIP

## Board of Supervisors

### A Resolution pertaining to Destruction of Municipal Records

**WHEREAS**, by virtue of Resolution #LNT-08-10, adopted March 10, 2010, the Lower Nazareth Township Board of Supervisors, Northampton County, Pennsylvania, declared its intent to follow the schedules and procedures for disposition of records as set forth in the municipal records manual approved on 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 Lower Nazareth Township Board of Supervisors of Northampton County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorize the disposition of the following public records:

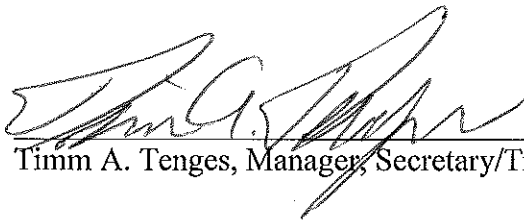
- Bank Statements – 1977 through 1980, 1995, 1998, 2002, 2003
- Escrow Account Statements – Accounts closed in 2001 through 2003
- Garbage Permits Issued – 1983 through 1996
- Occupancy Permits Issued – 1978 through 1998
- Moving Permits Issued – 1980 through 1998
- Employee W2s – 1981
- Finance – Checks/Expenses – 1978, 1980, 1981, 1985 through 1992, 2002
- Finance – Receipts/Revenue – 1977, 1980, 1981, 1985 through 1992, 2002
- Purchase Orders – 1978, 1981, 2002, 2003
- Receipt Books – 2002-2003
- General Ledger Reports – 1993, 1995, 1996, 1999
- Financial Reports – 1989 through 1995, 1998
- Payroll – Earned Income Tax – 1962 through 1966, 1975, 1976, 1981
- Payroll – Federal Withholding – 1962 through 1966, 1975, 1976, 1981
- Payroll – Occupational Privilege Tax – 1962 through 1966, 1975, 1976, 1981
- Payroll – State Taxes – 1962 through 1966, 1975, 1976, 1981
- Payroll – Unemployment – 1962 through 1966, 1975, 1976, 1981
- Payroll – Time Sheets – 1962 through 1966, 1970, 1972, 1975, 1976, 1980-1981
- Real Estate Taxes – 1994, 1995, 1998 through 2004
- Real Estate Tax Duplicate – prior to 2004
- Northampton County Permit Tracking Records - 1999
- Admission Tax – 1977 through 1979, 1998 through 2004
- Earned Income Taxes – 1976, 1978, 1997, 1998 through 2004
- Occupational Privilege Tax – 1998 through 2004
- Real Estate Transfer Tax – 1998 through 2004
- Insurance Policy – 1982, 1985, 1987, 1988, 1990 through 1995, 1997 through 2003

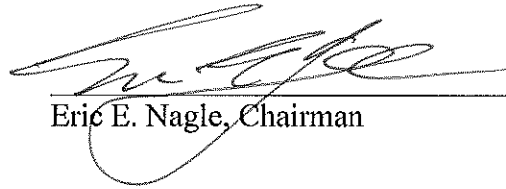
- Legal Notices – 1987 through 1996
- Line Painting Projects – 1991 through 1995, 1989
- Road Maintenance Records – 1988 through 1990, 1992, 1994 through 1996
- 2003 Snowstorm Reimbursement

**ADOPTED AND APPROVED** this 16th day of November 2011, at a regular public meeting. Motion made by Martin Barber and seconded by James Pennington. The motion carried unanimously.

**ATTEST:**

**BOARD OF SUPERVISORS**

  
Timm A. Tenges, Manager, Secretary/Treasurer

  
Eric E. Nagle, Chairman