

**LOWER NAZARETH TOWNSHIP  
NORTHAMPTON COUNTY, PENNSYLVANIA**

**RESOLUTION NO. LNT-26-24**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
LOWER NAZARETH TOWNSHIP, NORTHAMPTON  
COUNTY, COMMONWEALTH OF PENNSYLVANIA  
ESTABLISHING A RETENTION OF RECORDS SCHEDULE  
FOR THE TOWNSHIP WEBSITE.**

**WHEREAS**, the Lower Nazareth Township Board of Supervisors make provisions for the public to access documents and information through a website with a domain address of [www.lowernazareth.com](http://www.lowernazareth.com); and

**WHEREAS**, the Board of Supervisors of Lower Nazareth understands the continued storage of information on the website for a period of nearly 15 years has become costly, cluttered and cumbersome; and

**WHEREAS**, the Board of Supervisors of Lower Nazareth desires to establish a retention of records schedule for the Lower Nazareth Township website.

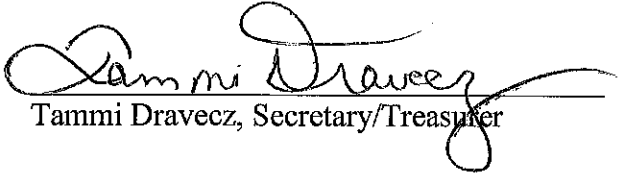
**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the Township of Lower Nazareth Township, Northampton County, Commonwealth of Pennsylvania by a majority vote at a duly advertised meeting of the Board of Supervisors on Wednesday, June 12, 2024, the following records shall be made available on the Township website:

Minutes and Agendas	Five Years
Resolutions	Five Years
Township newsletters	Two Years
Time Extensions	One Year
Budgets	Five Years
Audits	Five Years
Financial Reports	Two Years
Hecktown Volunteer Fire Co Reports	Current Year
Bethlehem Township Ambulance Reports	Current Year
Ordinances	As long as the Ordinance is Applicable
Forms	Most Current Form only
Policies	Most Current Policy only

**DULY ADOPTED**, this 12<sup>th</sup> day of June, 2024, by the Lower Nazareth Township Board of Supervisors as a duly advertised public meeting by a majority of the governing body.

**LOWER NAZARETH TOWNSHIP  
BOARD OF SUPERVISORS**

**ATTEST**

  
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Tammi Dravecz, Secretary/Treasurer

  
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James Pennington, Chairman