

**Resolution No. 2026-03**

Resolved by the Board of Supervisors of Freedom Township, Adams County, Pennsylvania, that

WHEREAS, by virtue of this Resolution, adopted on January 5, 2026, the Freedom Township Board of Supervisors 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, as amended;

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;

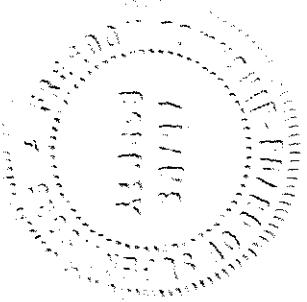
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Freedom Township, Adams County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the public records pursuant to the attachments to the Resolution.

ATTEST:

BOARD OF SUPERVISORS OF  
FREEDOM TOWNSHIP

  
Zach Gulden, Secretary

  
Matt Young, Chairperson



**AL-4 Bonds, Performance and Security**

**AL-8 Contract Files**

1. Bids, Proposals, Price Quotations and Qualified Contractor Memoranda
2. Contracts and Agreements

**AL-12 Election Records**

4. Ethics Commission Statements of Financial Interest

**AL-17 Insurance Claims and Policies**

**AL-20 Liquid Fuel Tax Records**

**AL-22 Master Property and Equipment/Fixed Assets Inventories**

-Property and equipment inventories

**AL-28 Notices of Violation of Municipal Ordinance**

**AL-30 Permits and Licenses**

**AL-35 Public Meetings/Hearing Notices and Proof of Publication**

**AL-36 Recycling Program Records**

**AL-43 Survey of Financial Condition Forms**

**AL-45 Treasurers' Bond Certifications**

**AL-46 Right To Know Requests**

**FN-1 Account Distribution Summaries (Treasurer's Report)**

Monthly

Year-End

**FN-2 Accounts Payable Files and Ledgers**

**FN-3 Accounts Receivable Files and Ledgers**

**FN-4 Annual Audit and Financial Reports**

**FN-8 Balance Sheet**

**FN-9 Bank Statements and Reconciliations**

FN-10 Cancelled Checks

FN-11 Check Registers

FN-13 Deposit Slips

FN-15 Expense Reports (employee)

FN-16 Financial Statements  
Periodic

FN-17 Investment Records

FN-18 Purchase Order Files

FN-19 Purchasing Files

FN-23 Utility and Paid Service Receipts

FN-24 Vendor Files

FN-25 Voucher Files

PL-1 Cancelled Payroll Checks

PL-2 Employee Payroll Adjustment Records

PL-5 Payroll Earnings and Deductions Registers  
Pay Period Reports

PL-6 Payroll Voucher (Check) Registers

PL-11 Quarterly Returns of Withholding of Federal Income Tax

PL-12 Quarterly Statements of State and Local Taxes Withheld

PL-13 Social Security Reports

PL-14 Time Cards and Attendance Records

PL-16 Wage and Tax Statements (W-2 Forms)

PL-17 Withholding Allowance Certificates (W-4 Forms)

**PW-8 Maintenance Records – Road/Building/Facility**

1. Routine

**PW-16 Traffic Studies**

**PW-18 Underground Conduit-PA One Call Records**

**TA-1 Bill of Taxes**

**TA-2 Certifications for Taxes Paid on Real Estate**

**TA-3 Change of Address Records**

**TA-4 Delinquent Tax Collection Records (non-real estate)**

**TA-6 General and Special Tax Ledgers and Related Records**

**TA-10 Public Utility Realty Reports**

**TA-11 Real Estate Transfer Records**

**TA-12 Tax Bills, Paid Receipts**

**TA-13 Tax Collector's Monthly Report to Taxing Districts**

**TA-14 Tax Collector's Return Sheets**

**TA-15 Tax Duplicates (Real Estate and Non-Real Estate)**

**TA-21 Developer's Plans**