

**Resolution No. 2024-03**

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

WHEREAS, by virtue of this Resolution, adopted on June 12, 2024, 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



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Zach Gulden, Secretary



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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