

**FAIRVIEW TOWNSHIP  
YORK COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2025-5**

**DISPOSITION RESOLUTION FOR THE  
DESTRUCTION OF SPECIFIC RECORDS**

**RESOLVED** by the Board of Supervisors of Fairview Township, York County, Pennsylvania, that

**WHEREAS**, by virtue of Resolution No. 2011-5, adopted February 28, 2011, Fairview Township 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 March 28, 2019

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolutions of the governing body of Fairview Township;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Fairview Township, York County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

See Attached

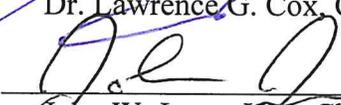
ADOPTED THIS 31<sup>ST</sup> DAY OF MARCH 2025, BY FAIRVIEW TOWNSHIP, YORK COUNTY, PENNSYLVANIA.

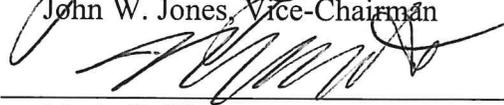
**ATTEST:**

**FAIRVIEW TOWNSHIP, YORK COUNTY  
BOARD OF SUPERVISORS**

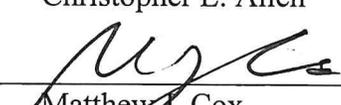
By:   
Donald F. Martin, Township Secretary  
Jennifer L. Gibb Assistant

By:   
Dr. Lawrence G. Cox, Chairman

By:   
John W. Jones, Vice-Chairman

By:   
Mario D. Pirritano

By:   
Christopher L. Allen

By:   
Matthew J. Cox

## **Destruction Schedule**

### 2017 and prior

Accounts payable files, ledgers and purchase orders

Accounts receivable files and ledgers

Bank statements, reconciliation, deposit slips and cancelled checks

### 2018 and prior

Closed insurance policies and claims

Residential building permits and applications files with the exception of the certificates of occupancy

### 2019 and prior

Police dept-19 bankers boxes

Citations

Accreditation paper files

### 2020 and prior

Closed workers compensation claims

1099 Forms

Pension files

Timesheets