

**RESOLUTION NO. 2-2010
RECORDS RETENTION SCHEDULE**

**ADOPTING A POLICY FOR IMPLEMENTING THE RECORDS
RETENTION SCHEDULE OF THE PENNSYLVANIA HISTORICAL
AND MUSEUM COMMISSION**

WHEREAS, the Pennsylvania Historical and Museum Commission has adopted a records retention schedule, approved December 16, 2008; and

WHEREAS, Fairfield Township is authorized to adopt a records retention policy pursuant to the Municipal Records Act of January 18, 1968 (P.L. 961, No. 428); and

WHEREAS, Fairfield wishes to update its policy in order to facilitate efficient administration of the Township .

NOW, THEREFORE, the Board of Supervisors of Fairfield Township hereby approves and adopts the following policy for implementing the retention schedule of the Pennsylvania Historical and Museum Commission.

1. All previous policies, including Resolution 1 of 1989 to the contrary are hereby revoked and Repealed.
2. Fairfield Township adopts in its entirety the Records Retention and Disposition Schedules, adopted by the Pennsylvania Historical and Museum Commission, approved December 16, 2008.

RESOLVED, this 12th day of August, 2010

FAIRFIELD TOWNSHIP

By: _____
VAUGHN TANTLINGER, Chairman

ATTEST

PAUL ALTIMUS, Supervisor

JAMES BROWN, Supervisor

EMMA BRENDLINGER, Secretary