

Lower Makefield Township

Records Management Policy and Procedures

It is the Policy of Lower Makefield Township to follow the Municipal Records Manual of 2008 and most recently amended in 2019 for records management and retention.

Procedure:

Lower Makefield Township Board of Supervisors passes a resolution at the beginning of each year to determine the schedule and procedures for the following year. After the Resolution is passed, it is the responsibility of Department heads to direct staff to dispose of the appropriate records.

Signed:  Date: 7-14-23
Township Manager