

**RESOLUTION NO. 02-10-2005-01**

**A RESOLUTION OF THE COLLIER TOWNSHIP MUNICIPAL AUTHORITY  
AUTHORIZING AND APPROVING THE DESTRUCTION OF OLD DOCUMENTS  
AND RECORDS**

**WHEREAS**, the Collier Township Municipal Authority finds it proper and necessary to periodically destroy various old documents and records, and;

**WHEREAS**, the Office Administrator has reviewed the various documents and has recommend that the following documents be destroyed as they are of no useful value to the Collier Township Municipal Authority or, in certain instances, have been scanned into Laser Fiche and the Laser Fiche scanning can reproduce copies of the documents.

**NOW THEREFORE**, the Office Administrator for the Collier Township Municipal Authority is authorized to destroy the following documents:


1. CSCorp billing records for customer sewer usage through 1998. All of the records are summarized and are available and referenced in the last Activity Report prepared by CSS Corp. at the conclusion of their billing contract. The Office Administrator is to maintain the last Activity Report of CSCorp referencing usage through 1998.
2. BOS billing records prepared and submitted by BOS during their billing contract. The Office Administrator has advised that the Activity Reports have been scanned into Laser Fiche and are, therefore, reproducible.
3. No-Lien Letters and Dyetest Confirmations from 1998 through 2002. These documents have been scanned into Laser Fiche and the maintenance of the paper records is no longer necessary.

Adopted as a Resolution of the Collier Township Municipal Authority on, February 10, 2005,  
at a regularly-held meeting of the Collier Township Municipal Authority.



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Dan Oberleitner, Chairman



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Dan Fotovich, Secretary