

LANCASTER COUNTY CONVENTION CENTER AUTHORITY

RESOLUTION 8 of 2024

**AUTHORIZING THE IMPLEMENTATION AND USE OF THE LANCASTER
COUNTY CONVENTION CENTER AUTHORITY RECORD RETENTION
GUIDELINES**

WHEREAS, the Lancaster County Convention Center Authority (the “Authority”) is a public body corporate and politic organized and existing under the Third Class County Convention Center Authority Act, Act of December 27, 1994, P.L. 1375, as amended and supplemented (the “Act”), of the Commonwealth of Pennsylvania (the “Commonwealth”); and

WHEREAS, in an effort to regulate municipal record retention, a Local Government Records Committee was created by Act 428 of 1968 and was empowered thereby to make rules and regulations for record disposition; and

WHEREAS, the Municipal Records Manual was approved by the Local Government Records Committee on December 16, 2008; and

WHEREAS, the Authority has prepared Lancaster County Convention Center Record Retention Guidelines (the “Record Retention Guidelines”) based on the statutory requirements of the Municipal Records Manual; and


WHEREAS, the Authority desires to approve the implementation and use of the Record Retention Guidelines and to dispose of records according to the statutory requirements of the Municipal Records Manual; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority does hereby approve the implementation and use of the Record Retention Guidelines; and

BE IT FURTHER RESOLVED, the Executive Director of the Authority is hereby authorized to approve, on behalf of the Authority, the implementation and use of the said Record Retention Guidelines.

CERTIFICATE

I, Patrick Snyder, duly elected Secretary of the Lancaster County Convention Center Authority, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Lancaster County Convention Center Authority under the requirements of law at a meeting held on May 16, 2024, 2024.



Patrick Snyder, Secretary