

**BOARD OF SUPERVISORS  
WILLISTOWN TOWNSHIP**

**RESOLUTION 19 OF 2013**

**A RESOLUTION OF THE BOARD OF SUPERVISORS, OF WILLISTOWN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, DECLARING IT'S INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF THE RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008**

**WHEREAS**, A Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

**WHEREAS**, The Municipal Records Manual was approved by said committee on July 16, 2008, and

**WHEREAS**, Willistown Township desires to dispose of records according to statutory requirements;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors, Chester County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008.

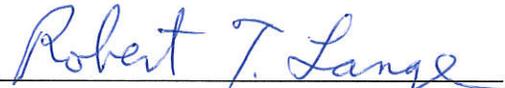
**APPROVED THIS 15<sup>th</sup> DAY OF JULY 2013**

**ATTEST:**

**BOARD OF SUPERVISORS  
WILLISTOWN TOWNSHIP**



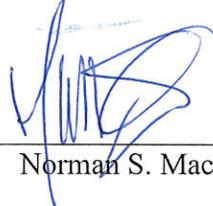
\_\_\_\_\_  
David R. Burman  
Township Secretary



\_\_\_\_\_  
Robert T. Lange, Chairman



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William R. Shoemaker, Vice-Chairman



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Norman S. MacQueen, Supervisor

**EXHIBIT A  
RECORDS TO BE DESTROYED**

**ACCOUNTING DEPARTMENT**

2005 Cancelled Checks  
2007 Tax Certifications  
2008 Tax Certifications  
2005 State Liquid Fuels Records  
2006 State Liquid Fuels Records  
2006 Payroll Records  
2005 Accounting Records  
2006 Accounting Records  
2005 Vendor 1099's  
2006 Vendor 1099's  
2007 Vendor 1099's  
2008 Vendor 1099's

**TAX DEPARTMENT**

Tax certifications for 2008 and prior