

**THE BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP,
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 19 OF 2022

Disposition of Municipal Records

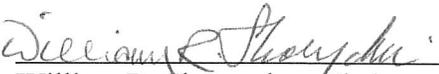
WHEREAS, by virtue of Resolution No.8 of 2022, adopted February 28, 2022, the Board of Supervisors of Willistown Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, as amended; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

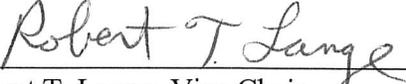
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the public records listed on Exhibit "A" attached hereto.

RESOLVED THIS 14th DAY OF NOVEMBER 2022

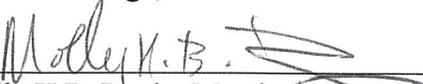
**WILLISTOWN TOWNSHIP
BOARD OF SUPERVISORS**



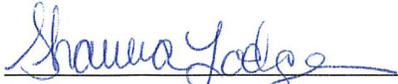
William R. Shoemaker, Chair



Robert T. Lange, Vice Chair



Molly H.B. Perrin, Member



Shanna Lodge, Secretary

Exhibit A*ADMINISTRATION DEPARTMENT RECORDS TO BE DESTROYED*

2003-2010	Unsuccessful Bids and Proposals
2008	Bank Transfers and Tax Reports
2012	Jan-June A/P
2012	July-Dec A/P
2012	Mar-July Tax Receipts
2012	SR Billing Reports, VFSA Reports
2012	Aug-Dec Tax Receipts
2012	Tax Refunds, Assessment Info
2012	Jul-Dec SR Batch Reports
2012	Certificates of Ins, Permit Copies
2012	Payroll Reports, journal entries
2012	IVCR Mar-Dec
2012	IVAR, Bank Statements
2012	A/P Reports
2012	IVCR, IVTX & Misc
2012	Pcards and Journal Entries
2012	Deposits and Pcards
2013	July-Dec SR Receipts
2013	SR Reports, VFSA Reports
2013	Jan-June SR Receipts
2013	Tax Certs
2013	Aug-Dec A/P
2013	Jan-Jul A/P
2013	Tax and Sewer Reports
2014	Jan-Apr A/P
2014	Aug-Dec SR Receipts
2014	SR Reports. VFSA Reports
2014	Jan-Jul - SR Receipts