

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

RESOLUTION NO. 9 OF 2023

Disposition of Municipal Records

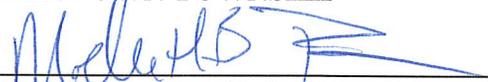
WHEREAS, by virtue of Resolution No.8 of 2022, adopted February 28, 2022, the Board of Supervisors of Willistown Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, as amended; and

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.

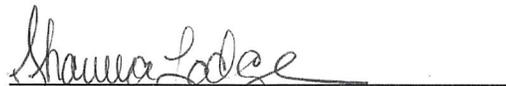
RESOLVED THIS 13th DAY OF MARCH 2023

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**


Molly H. B. Perrin, Chair

ATTEST


William R. Shoemaker, Vice Chair


Shanna Lodge, Secretary


Robert T. Lange, Member

Exhibit A

ADMINISTRATION DEPARTMENT RECORDS TO BE DESTROYED

2013-2014	Assessment Changes
2015	Real Estate Transfers
2015	AP Checks for All Accounts
2015	Jan-June Packing Slips
2015	July- Dec Tax Refunds
2015	IVCR
2015	PreDoc Billing
2015	SE Bank Statements
2015	Sept-Dec Sewer Revenue Receipts
2015	Jan – Dec SR Billing Registers
2015	IVUB
2015	IVCR
2015	Jan- Aug Sewer Batches
2015	P Card Statements
2015	AP