

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

RESOLUTION NO. 9 OF 2024

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;

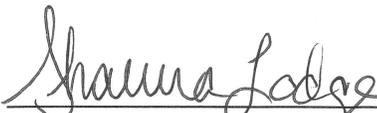
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the public records listed on Exhibit "A" attached hereto.

RESOLVED THIS 12th DAY OF FEBRUARY 2024

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**


Robert T. Lange, Chair

ATTEST


Shanna Lodge, Secretary


William R. Shoemaker, Vice Chair


Molly H. B. Perrin, Member

Exhibit A*ADMINISTRATION DEPARTMENT RECORDS TO BE DESTROYED*

2018-2021	Right to Know Requests
2016	Real Estate Tax Records
2016	Utility Bill Batch Reports
2016	Accounts Receivable Files and Ledgers
2016	Purchasing Files
2015-2016	Accounts Payable Files and Ledgers
2014	Tax Paid Bills Reports
2010	Trial Balance Reports
2016	Accounting General Fund Documents
2016	Bank Statements, Transfer/Withdrawal Statements, Sales Tax, Purchasing Files
2016	General Ledger Files, Journal Entry Documents

POLICE DEPARTMENT RECORDS TO BE DESTROYED

Prior to 2003	Closed Criminal History/Investigatory Case Files (non-violent)
Prior to 1/2018	Non-Traffic Citations
Prior to 1/2018	Traffic Citations
Prior to 1/2020	Willistown Township Daily Activity Logs
Prior to 1/2019	Willistown Township Parking Violations
Prior to 1/2021	Willistown Township requests for removal of abandoned vehicles
Prior to 1/2018	Closed Crash Investigations
Prior to 9/2021	Applications for Employment for unsuccessful candidates
Prior to 9/2022	Employment Interview Letters for unsuccessful candidates