

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

RESOLUTION NO. 8 OF 2025

Disposition of Municipal Records

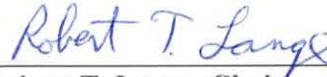
WHEREAS, by virtue of Resolution No. 8 of 2022, adopted February 28, 2022, the Board of Supervisors of Willistown Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, as amended; and

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;

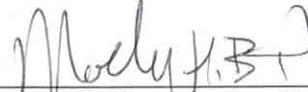
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the public records listed on Exhibit "A" attached hereto.

RESOLVED THIS 27th DAY OF JANUARY 2025

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**



Robert T. Lange, Chair



Molly H.B. Perrin, Vice Chair



William R. Shoemaker, Member

ATTEST


Shanna Lodge, Secretary



Exhibit A*ADMINISTRATION DEPARTMENT RECORDS TO BE DESTROYED*

2022	Right to Know Law Requests
1990-1999	Sewer Meter Readings
2017	Utility Bill Batch Reports
2017	Accounts Payable Files and Ledgers
2014 & 2016-2017	Purchasing Files
2017	Transfers, General Ledger Files, Journal Entry Documents
2017	Billing Registers
2014 & 2017	Bank Statements
2017	Accounting General Fund Documents
2014-2020	Satisfied Liens

POLICE DEPARTMENT RECORDS TO BE DESTROYED

Prior to 2004	Closed Criminal History/Investigatory Case Files (non-violent)
Prior to 1/2019	Non-Traffic Citations
Prior to 1/2019	Traffic Citations
Prior to 1/2021	Willistown Township Daily Activity Logs
Prior to 1/2020	Willistown Township Parking Violations
Prior to 1/2022	Willistown Township requests for removal of abandoned vehicles
Prior to 1/2019	Closed Crash Investigations
Prior to 9/2022	Applications for Employment for unsuccessful candidates
Prior to 9/2023	Employment Interview Letters for unsuccessful candidates