

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

RESOLUTION NO. 8 OF 2026

Disposition of Municipal Records

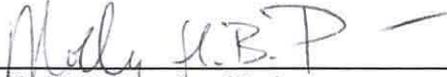
WHEREAS, by virtue of Resolution No. 8 of 2022, adopted February 28, 2022, the Board of Supervisors of Willistown Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, as amended; and

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;

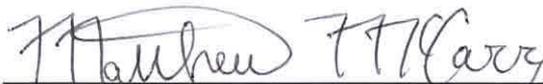
NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the public records listed on Exhibit "A" attached hereto.

RESOLVED THIS 9th DAY OF February 2026

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**



Molly H.B. Perrin, Chair

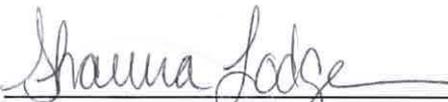


Matthew V. McCarry, Vice Chair



William R. Shoemaker, Member

ATTEST



Shanna Lodge, Secretary



Exhibit A*ADMINISTRATION DEPARTMENT RECORDS TO BE DESTROYED*

Prior to 2024	Right to Know Law Requests
Prior to 2019	Accounts Payable Checks, Files, Ledgers and Reports
Prior to 2019	Accounts Receivable Invoices, Files and Ledgers
Prior to 2019	Cash Receipts
Prior to 2019	Utility Billing Invoices and Reports
Prior to 2019	Sewer Meter Reads and Certificates
Prior to 2019	PLGIT Documents
2005,2010	Tax Collections
Prior to 2018	Bank Statements and Reconciliations
Prior to 2019	Journal Entries
2005-2006	W-9 Vendors
Prior to 2023	Payroll Timecards and Attendance
Prior to 2022	Payroll Earnings and Deduction Registers
Prior to 2019	Payroll Voucher Registers
Prior to 2022	Quarterly Returns of Withholding Federal Income Tax
Prior to 2022	Quarterly Statements of State and Local Taxes Withheld
Prior to 2021	Annual Audit and Financial Reports
Prior to 2022	Audit Workpapers
Prior to 2019	Annual Budget and Related Records

POLICE DEPARTMENT RECORDS TO BE DESTROYED

Prior to 2005	Closed Criminal History/Investigatory Case Files (non-violent)
Prior to 2020	Non-Traffic Citations
Prior to 2020	Traffic Citations
Prior to 2021	Willistown Township Daily Activity Logs
Prior to 2021	Willistown Township Parking Violations
Prior to 2023	Willistown Township requests for removal of abandoned vehicles
Prior to 2020	Closed Crash Investigations
Prior to 9/2022	Applications for Employment for unsuccessful candidates
Prior to 9/2023	Employment Interview Letters for unsuccessful candidates