

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**

RESOLUTION 14 OF 2013

**A RESOLUTION OF THE BOARD OF SUPERVISORS, OF
WILLISTOWN TOWNSHIP, CHESTER COUNTY,
PENNSYLVANIA, DECLARING IT'S INTENT TO FOLLOW THE
SCHEDULES AND PROCEDURES FOR DISPOSITION OF THE
RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS
MANUAL APPROVED ON DECEMBER 16, 2008**

WHEREAS, A Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and

WHEREAS, The Municipal Records Manual was approved by said committee on July 16, 2008, and

WHEREAS, Willistown Township desires to dispose of records according to statutory requirements;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors, Chester County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008.

APPROVED THIS 13th DAY OF MAY 2013

ATTEST:

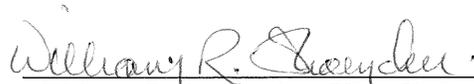
**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**



David R. Burman
Township Secretary



Robert T. Lange, Chairman



William R. Shoemaker, Vice-Chairman



Norman S. MacQueen, Supervisor



Willistown Township Police Department

Date: April 30, 2013
To: Dottie McClintock
From: Diane Moore
Re: RECORDS TO BE DESTROYED

POLICE DEPARTMENT RECORDS TO BE DESTROYED - 2012

Non-Traffic Citations prior to January 2008

Traffic Citations prior to January 2008

Willistown Township Daily Activity Logs prior to January 2010

Willistown Township Incident Reports prior to January 2008

Willistown Township Parking Violations prior to January 2009

Willistown Township requests for removal of abandoned vehicles prior to January 2011

Closed Crash Investigations prior to January 2008

Recommendations for Special Driver's Examinations prior to January 2012

Applications for Employment for unsuccessful candidates prior to 2012

Resumes for unsuccessful candidates prior to 2012

Employment Interview Letters for unsuccessful candidates prior to 2012

Paperwork Dealing with Hiring process for unsuccessful candidates prior to 2012