

**WILLISTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 10 OF 2017

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WILLISTOWN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF 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 December 16 2008, and

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

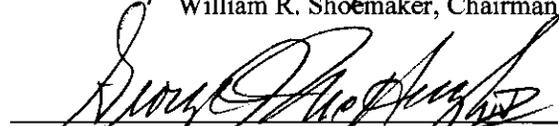
NOW, THEREFORE, BE IT RESOVLED be the Board of Supervisors of Willistown Township, Chester County Pennsylvania that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 and as further detailed on the attached Exhibit "A".

RESOLVED and **ADOPTED** this 13th day of February 2017.

**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**



William R. Shoemaker, Chairman



George J. McHugh IV, Vice Chairman



Robert T. Lange, Supervisor

ATTEST:



David R. Burman, Secretary

EXHIBIT A

**TOWNSHIP ADMINISTRATION
RECORDS FOR DISPOSITION 2017**

2010 Accounting Records
2010 Accounts Payable
2010 Payroll Records
2010 Sewer Records
2010 Tax Records
2003 - 2010 Employee Attendance Records
2003 - 2009 Unsuccessful Bids and Proposals
2000 - 2010 Unsuccessful Employee Applications
2009 and Prior Employee Personnel Records

POLICE DEPARTMENT RECORDS TO BE DESTROYED - 2017

Non-Traffic Citations prior to January 2012
Traffic Citations prior to January 2012
Willistown Township Daily Activity Logs prior to January 2014
Willistown Township Incident Reports prior to January 2012
Willistown Township Parking Violations prior to January 2013
Willistown Township requests for removal of abandoned vehicles prior to January 2015
Closed Crash Investigations prior to January 2012
Recommendations for Special Driver's Examinations prior to January 2016
Applications for Employment for unsuccessful candidates prior to 2015
Resumes for unsuccessful candidates prior to 2016
Employment Interview Letters for unsuccessful candidates prior to 2016
Paperwork Dealing with Hiring process for unsuccessful candidates prior to 2016