

**WILLISTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 12 OF 2018

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

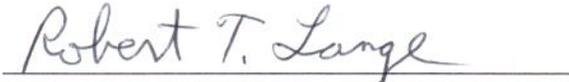
WHEREAS, The Municipal Records Manual was approved by said committee on July 16, 2008, and

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

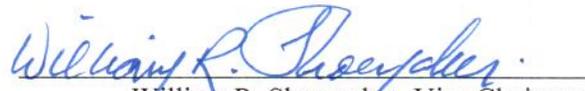
NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Willistown Township, Chester County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 and as further detailed on the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

RESOLVED and **ADOPTED** this 18th day of June, 2018.

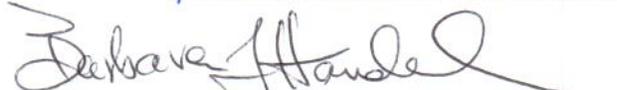
**BOARD OF SUPERVISORS
WILLISTOWN TOWNSHIP**



Robert T. Lange, Chairman

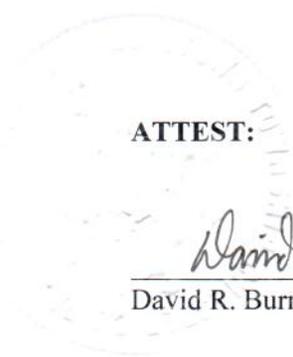


William R. Shoemaker, Vice Chairman



Barbara L. Handelin, Supervisor

ATTEST:




David R. Burman, Secretary

**EXHIBIT A
RECORDS TO BE DESTROYED**

2005 Accounting

2006 Accounting

2009 Taxes

2011 Accounting

2011 Accounts Payable

2011 Payroll

2011 Sewer

2011 Taxes

2014 RTKL

2015 RTKL



Willistown Township Police Department

Date: June 13, 2018
To: Dave Burman, Township Manager
From: Diane Moore, Adm. Assistant
Re: RECORDS TO BE DESTROYED

POLICE DEPARTMENT RECORDS TO BE DESTROYED - 2017

Non-Traffic Citations prior to January 2013
Traffic Citations prior to January 2013
Willistown Township Daily Activity Logs prior to January 2015
Willistown Township Incident Reports prior to January 2013
Willistown Township Parking Violations prior to January 2014
Willistown Township requests for removal of abandoned vehicles prior to January 2016
Closed Crash Investigations prior to January 2013
Recommendations for Special Driver's Examinations prior to January 2017
Applications for Employment for unsuccessful candidates prior to 2016
Resumes for unsuccessful candidates prior to 2017
Employment Interview Letters for unsuccessful candidates prior to 2017
Paperwork Dealing with Hiring process for unsuccessful candidates prior to 2017