

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

RESOLUTION NO. 9 OF 2022

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 28th DAY OF FEBRUARY, 2022

**WILLISTOWN TOWNSHIP
BOARD OF SUPERVISORS**

William R. Shoemaker, Chair

Robert T. Lange, Vice Chair

Molly H.B. Perrin, Member

Sally Slook, Secretary



Willistown Township Police Department

Date: December 23, 2021

To: Sally Slook, Township Manager

From: Diane Moore, Adm. Assistant

Re: RECORDS TO BE DESTROYED

POLICE DEPARTMENT RECORDS TO BE DESTROYED

Non-Traffic Citations prior to January 2016

Traffic Citations prior to January 2016

Willistown Township Daily Activity Logs prior to January 2018

Willistown Township Incident Reports prior to January 2016

Willistown Township Parking Violations prior to January 2017

Willistown Township requests for removal of abandoned vehicles prior to January 2019

Closed Crash Investigations prior to January 2016

Recommendations for Special Driver's Examinations prior to January 2020

Applications for Employment for unsuccessful candidates prior to September 2019

Resumes for unsuccessful candidates prior to September 2020

Employment Interview Letters for unsuccessful candidates prior to September 2020

Paperwork dealing with hiring process for unsuccessful candidates prior to September 2020