

**RESOLUTION 2007-6**

**RESOLVED BY THE BOARD OF SUPERVISORS OF WESTTONW TOWNSHIP**


**THAT, WHEREAS**, by virtue of Resolution No. 96-5, adopted March 18, 1996, the Township of Westtown declared its intent to follow the procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993 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 Westtown Township, in accordance with the above cited schedule, hereby authorizes the disposition of the public records listed as "Exhibit A" of this Resolution.

Adopted this 18 day of June 2007

Attest:

  
Township Manager

  
Chairman, Board of Supervisors



**“EXHIBIT A”**

**ITEMS FOR DISCARDS**

**RETENTION TIME**

**General Correspondence**

**Retain 2yrs or of administrative value**

Dog Control Letters	1992-1999
Property Violations – no longer own property	2003
Recycling General Correspondence	1998-2003
GEO/GIS plan implementation	2000-2002
Good Fellowship Reports	2002-2003
PEG TV – draft discussions	2002
West Chester Traffic Committee	1990
State Legislature	2000-2003
WEGO – Complaints about old Police Station	2000-2001

**Administration**

**Retain**

Plumbing Registration	1992-1999 (7yrs)
Road Openings	1998-2000 (5yrs)
Oakbourne Field Usage	1999-2002 (3yrs)
Ethic Statements	2001 (5yrs)
Bonds (all bonded employees)	1965-2000 (6yrs)

**Bids and Contracts**

**Retain 6 years successful**

**Retain Construction 12 years**

**Unsuccessful All Bids 3yrs**

Snow Removal 1968-1974	6yrs
Salt Contract 1996-1999	6yrs
Flow Meter 1999	6yrs
Water Line Oakbourne 1993	12 yrs
Oakbourne Driveway Paving 1993	12 yrs
Greeley Polhemus Group SPI Westrum 1999	6yrs
Devita Woodworking 1999	6yrs
Trojan UV System 1999	6yrs
J & G Tree Service 1999	6yrs
A-1 Line Painting 1999	6yrs
Asphalt Removal D. Malloy – Oakbourne Rd Bridge	6yrs
Pipe Data View I & I Chester Creek	6yrs
Tank Removal (First National) 2000	6yrs
Salt Storage Bin Township Garage 1994	12yrs
Gate House Rental Callaghan 1993-2000	6yrs
PA One Call 2000	6yrs
CI Engineering WTCC Plant 2000	6yrs
Line Painting 2000	6yrs
Pump Station Sale 2000	6yrs
Interstate Marking 2000	6yrs
Landscaping Improvements 2000	6yrs
Water Line Ball Fields 1993	12yrs

<b>2002 Non Awarded Bids (unsuccessful bidders)</b>	<b>3yrs</b>
Sludge Bid	
Line Paining	
Smith Mansion Pointing	
Snow/Ice Removal – no bidders	
Trash/Recycling	
Landscaping	
RFP Audit Services	

**Financial**

Sales Receipt Book	1998 (3yrs)
Cash register receipts	2001-2002 (3yrs)
1997 Finances – Ledgers Bills & Vouchers	(7 yrs)
1998 Finances – Ledgers Bills & Vouchers	(7 yrs)
1999 Finances – Ledgers Bills & Vouchers	(7 yrs)
Employee SEP Plan (Old pension plan)	1997 (7rs)
Federal Revenue Sharing Ledgers, Bills, Vouchers (This was discontinued)	1973-1985 (7yrs)
Financial Ledgers - (Old) 1945-1995	(7yrs)

**Retain**

**Liquid Fuels**

1955-1962 – Various projects  
 1966 Johnny’s Way  
 1969 S. Concord Rd & Oakbourne  
 1969 Walnut Hill  
 1970 Pleasant Grove Road  
 1970 West Lynn Drive  
 1971 Flood Reimbursement  
 1971 Shady Grove Way  
 1972 Dunvegan Road  
 1973 Various Roads  
 1974 New Street  
 1975 Larchwood Inlet  
 1976 Various Roads  
 1985 Colona  
 1985 S. A. Macanga  
 1987 G. Antonio  
 1988 Exton Materials

**Retain – All 7 Years after audit**

**Planning & Zoning**

Subdivision Draft Revisions - 1995  
 Land Development Emmanuel Baptist Church

**Retain**

As long as administrative value  
 (never built – now Township Garage)

**Real Estate Taxes & Fire Hydrant**

Real Estate Deposit List

**Retain**

1998 (7yrs)

Fire Hydrant Deposit List  
Real Estate Transfers  
Assessment Changes  
Interim Tax Receipts  
Certification Requests

1998 (7yrs)  
1999 (as long as administrative value)  
2002 (3yrs)  
2002 (3yrs)

**Trash/ Recycling**

Trash Receipts (Daily)  
Liens Satisfied  
General Correspondence

**Retain**

2002 (3yrs)  
1999-2006 (no longer own property)  
2002-2004 (2yrs)

**Utility Billing**

Sewer Status Report  
Sewer Deposit List  
Sewer Deposit List  
Sewer Receipts (Daily)  
Liens Satisfied

**Retain**

1995 (as long as administrative value)  
1998 (7yrs)  
1999 (7yrs)  
2002 (3yrs)  
1999-2006 (no longer own property)