

WEST GOSHEN TOWNSHIP

RESOLUTION NO. 5-2021

RESOLVED by the Board of Supervisors of West Goshen Township, Chester County, Pennsylvania, that

WHEREAS, by virtue of Resolution No. 23-2009, adopted June 17, 2009, West Goshen Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, by the Pennsylvania Historical and Museum Commission, Bureau of Archives and History, 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 West Goshen Township, Chester County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records, which reference the signed original "destruction list" dated February 16, 2021, a permanent record on file in the Administration Office of West Goshen Township:

Finance Department records dated 2013 through 2018

RESOLVED AND ADOPTED this 16th day of February, 2021.

**BOARD OF SUPERVISORS
WEST GOSHEN TOWNSHIP**

Shaun Walsh, Chairman

Ashley Gagné, Vice-Chairman

John Hellmann, Member

Hugh J. Purnell Jr., Member

Robin Stuntebeck, Member

Attest:

Casey Lalonde, Secretary



**West Goshen Township Destruction List
dated February 16, 2021**

		Department:	Finance	
File Location	State Citation ID:	Date Range:	Contents:	Retain Y or N
Finance file room, Floor 1				
Right wall, column 1				
shelf 4	TA-12	2018	UB Payment Entry Proofs	N
shelf 1	TA-12	1/18/18-3/12/18	UB Receipts Posting Stubs	N
shelf 1	TA-12	3/13/18-4/23/18	UB Receipts Posting Stubs	N
shelf 2	TA-12	11/1/17-1/17/18	UB Receipts Posting Stubs	N
shelf 5	TA-12	7/9/18-7/26/18	UB Receipts Posting Stubs	N
shelf 5	TA-12	4/24/18-7/6/18	UB Receipts Posting Stubs	N
shelf 6	TA-12	7/27/18-10/5/18	UB Receipts Posting Stubs	N
shelf 6	TA-12	10/6/18-10/26/18	UB Receipts Posting Stubs	N
shelf 3	TA-12	1/18-4/18	UB Delinquent Paid in Full	N
shelf 3	TA-12	4/18-10/18	UB Delinquent Paid in Full	N
shelf 4	FN-3	2013	UB Posting Proof Reports-1Q, 2Q, 3Q, 4Q	N
shelf 4	FN-3	2013	Year End Reports	N
shelf 4	FN-3	2013	Miscellaneous Deposits Proof	N
shelf 4	FN-3	2013	Police Reports	N
shelf 4	FN-13	2013	Posting Deposits (December-February)	N
shelf 4	FN-13	2013	UB Posting Deposits (January)	N
shelf 4	FN-3	2013	UB Adjustments (December-January)	N
shelf 4	FN-13	2013	Miscellaneous Account Receivable Deposits (December-January)	N
shelf 4	FN-3	2013	NSF/Bounced Checks	N
shelf 4	FN-3	2013	Miscellaneous Cash Receipts (January-December)	N
shelf 4	FN-3	2013	UB/GL Reconciliation	N
shelf 4	FN-2, FN-3	2013	Senior Rebate	N
Left wall, column 4	FN-2	2013	Payables	N

Department Supervisor's Approval cy Date: 2/10/21 Finance floor 1 to move to disposition 2-16-2021