



MEMORANDUM

From the Office of the
Township Manager

TO: BOARD OF SUPERVISORS
FROM: CHRISTOPHER BASHORE
RE: RESOLUTION NO. 13 – 2023, AUTHORIZING THE DESTRUCTION OF CERTAIN
RECORDS OF THE WEST GOSHEN TOWNSHIP POLICE DEPARTMENT
DATE: MARCH 21, 2023

Before the Board of Supervisors this evening is proposed Resolution No. 13 – 2023. This resolution would authorize the destruction of certain records of the West Goshen Township Police Department. A list of records outlined for destruction has been enclosed in accordance with the Municipal Records Manual. In accordance with Act 428 of 1968, a resolution from the Board of Supervisors is required prior to the destruction.

Please let me know if you have questions. Thank you.

WEST GOSHEN TOWNSHIP

RESOLUTION NO. 13 – 2023

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, as amended July 23, 2009, and March 28, 2019, 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 March 21, 2023, a permanent record on file in the Administration Office of West Goshen Township:

Police Department records, dated 1989 through 2021, 10.749 cubic feet.

RESOLVED AND ADOPTED this 21st day of **March, 2023**.

**BOARD OF SUPERVISORS
WEST GOSHEN TOWNSHIP**

Shaun Walsh, Chair

Ashley Gagné, Vice-Chair

John Hellmann, Member

Tinamarie Smith, Member

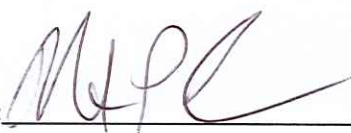
Robin Stuntebeck, Member

Attest:

Christopher Bashore, Township Manager/Secretary

<u>File Location/State</u> <u>Citation ID:</u>	<u>Department:</u> <u>Date Range:</u>	<u>Police</u> <u>Contents:</u>	<u>Retain</u> <u>Y or N</u>
AL-37(2), AL-39	2013, 2020	Report Request	N
PO-18 (1)	2017	Motor Vehicle Records - Accident Reports (non-Fatal) -hard copies (Balance of 2017 not approved yet)	N
ES-4, PO-6	2014, 2015	Keys locked (Incident Report)	N
PO-18 (2)	2021	Parking Tickets - Paid	N
AL-1(2)	2018	Administration -Correspondence	N
PO-19	2020	PA Uniformed Crimes Report & Supporting paperwork	N
PO-4	2019	Citations (Paid)	N
PO - 20	2019	Alarm Permit Information	N
PO - 20	2019	Solicitor's Permits (Originals).	N
PO-8 (3)	2002	Victim/Arrest Files - Closed	N
PS-2	2019 & 2020	Resumes	N
PO-22	2019	Temporary Detention Records	N
PO-11	2019	Dispatcher's Logs (Incident Histories & blotters)	N
ES-4, ES-6, PO-6	2016	NCIC	N
PO-3	2015	Speed equipment calibration certificates	N
TA-12	2019	Alarm payments	N
FN-3	2019	Payments & Reimbursements, copies, not original	N
PO-6	2020	Insurance Restitution request, hard copies	N
PL-5	2019	Copies of Payroll forms (originals in Finance Dep't.)	N
PW-6	1989	Closed/Sold Vehicle Record -Mustang	N
PO-5	2017 - 2019	Business Emergency contact information	N
PO-24	2018 - 2019	Training Records (does not include certificates earned or personnel info).	N
IT -13	2010 - 2014	IT support requests and responses	N
PO-8 (2)	2012 - 2017	Press Releases	N
PO-21	2012 - 2016	Vehicle Release Records	N
PO-6	2012 - 2017	Copies of Seized License form DL-640	N
PO-7	2011 - 2017	Expungement Orders	N

Department Supervisor's Approval: _____



Date: 3/7/2023
Disposition March 21, 2023.

Cubic Feet total per box type

0.99	1.193576	1.880787	0.7	1.304977	0.33	0.44	0.8
<u>Storage Boxes</u>	<u>Banker Box</u>	<u>Large Storage Box</u>	<u>Three 7"Accordion</u>	<u>Check Boxes - small</u>	<u>Check Boxes - large</u>	<u>Old Forms Boxes</u>	

C Building Box count:
Admin office area

7	3.2						
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Total boxes:

6.9300	3.819	0.000	0.000	0.000	0.000	0.000	0.000
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Police Department:

10.749							
10.74944444							

Police office area:
Police Archives:

3.8194							
6.9300							
10.7494							

Total Cubic Feet Police Records:

10.749							
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