

WEST GOSHEN TOWNSHIP

RESOLUTION NO. 5-2019

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 March 19, 2019, a permanent record on file in the Administration Office of West Goshen Township:

Finance Department records dated 2001 through 2015

RESOLVED AND ADOPTED this 19th day of March, 2019.

**BOARD OF SUPERVISORS
WEST GOSHEN TOWNSHIP**

Robin Stuntebeck, Chairman

Hugh J. Purnell Jr., Vice-Chairman

Mary R. LaSota, Esq., Member

Edward G. Meakim Jr., Member

Christopher Pielli, Esq., Member

Attest:

Casey Lalonde, Secretary



**West Goshen Township Destruction List
dated March 19, 2019**

<u>File Location</u>	<u>State Citation ID:</u>	<u>Date Range:</u>	<u>Contents:</u>	<u>Retain Y or N</u>
Finance file room, Floor 2				
	TA-12	2015	UB Payment Entry Proofs	N
	TA-12	1/1/15 - 1/27/15	UB Receipts Posting Stubs	N
	TA-12	1/27/15 - 4/1/15	UB Receipts Posting Stubs	N
	TA-12	4/1/15 - 4/20/15	UB Receipts Posting Stubs	N
	TA-12	4/21/15 - 5/4/15	UB Receipts Posting Stubs	N
	TA-12	5/4/15 - 7/20/15	UB Receipts Posting Stubs	N
	TA-12	7/21/15 - 8/7/15	UB Receipts Posting Stubs	N
	TA-12	8/7/15 - 10/22/15	UB Receipts Posting Stubs	N
	TA-12	10/22/15 - 11/16/15	UB Receipts Posting Stubs	N
	TA-12	2009-2013	NSF Letters	N
	TA-12	4/14-2/15	UB Deliquent Paid in Full	N
	TA-12	2/15-9/15	UB Deliquent Paid in Full	N
	FN-3	2005-2008	Completed Vacancies	N
	FN-3	2005-2010	Apply Credits	N
	TA-12	2001-2004	Payment Refunds and Reversals	N
	FN-3	10/09-12/10	UB/GL Reconciliation	N
	TA-2	2013	Trash & Sewer Certifications	N
	TA-2	2014	Trash & Sewer Certifications	N
	FN-3	2010	UB Posting Proof Reports-1Q, 2Q, 3Q, 4Q	N
	FN-3	2010	Auditor's Reports/End of Year Reports	N
	FN-3	2010	Police Reports	N
	FN-13	2010	Posting Deposits (December-January)	N
	FN-3	2010	Adjustments (December-January)	N
	FN-13	2010	Miscellaneous Account Receivable Deposits (December-January)	N
	FN-2, FN-3	2010	Senior Rebate	N
	FN-2	2011	Payables	N

Department Supervisor's Approval

gmd

Date: 3/14/19

Finance floor 2 to move to disposition 3-19-2019