



## RESOLUTION NO. 2249-2022

WHEREAS, the Board of Commissioners of the Township of Haverford did adopt the General Laws of the Township of Haverford (hereafter "the General Laws") by Ordinance 1960, on June 30, 1986; and

WHEREAS, §4-1104 of the Administrative Code included in the General Laws of the Township does declare the Boards intent that the Township will follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Act of the Commonwealth of Pennsylvania, Act 428 of 1968; and

WHEREAS, in accordance with the said Act 428 of 1968, the Pennsylvania Historical and Museum Commission did provide a Municipal Records Manual, the current edition being approved on December 16, 2008 and having been last updated on July 23, 2009; and

WHEREAS, in accordance with the said Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the municipality; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania, in accordance with the Municipal Records Manual cited above, hereby authorizes the disposition of the following public records:

### **FINANCE DEPARTMENT:**

#### Accounts Payable, Accounts Receivable, Budget and Banking Related

2014 and prior Accounts Payable Vendor File (7 years)

2014 and prior Accounts Receivable Files (7 years)

2014 and prior Preliminary Adopted Budgets and related Budget Workpapers (7 years)

2014 and prior Bank and Investment Statements and Reconciliations (7 years)

2014 and prior Accounts Payable Cancelled Checks (7 years)

2014 and prior Accounts Payable Check Registers (7 years)

2020 and prior paper copies of Warrants approved by Board of Commissioners (now retained electronically)

2017 and prior Audit Work papers (current plus prior 3 years)

2014 and prior Deposit Slips and Cash Receipt Records (7 years)

Payroll Related

2014 and prior Payroll Cancelled Checks (7 years)  
2014 and prior Payroll Check Registers (7 years)  
2018 and prior bi-weekly Payroll Earnings and Deduction Registers (3 years)  
2016 and prior Form W2 (5 years)  
2018 and prior quarterly payroll tax returns (3 years)  
2018 and prior Form 1099-MISC (3 years)

Real Estate Tax Collection Related

2019 and prior Change of Address Requests (2 years)  
2019 and prior Tax Certification Records (2 years)  
2018 and prior Tax Claim Filings (3 years)  
2018 and prior Realty Transfer Records (3 years)  
2019 and prior Paid Tax Bills (2 years)  
2019 and prior Official "duplicate" from Delaware County (2 years)

Land Development Closed Escrow Accounting Records

2014 and prior (7 years)

Sewer Billing Related

2016 and prior Aqua Water Readings (5 years)

Business Tax Settlement Agreements

2014 & prior (7 years)

Liquid Fuels Records

2014 & prior (7 years)

Annual Audit & Financial Reports (also includes Report of Elected & Appointed Officials, Survey of Financial Condition & Tax Information submitted to DCED)

2016 and prior (5 years)

Municipal Lien (Satisfied) Files

Satisfied in 2020 & prior (1 year after satisfaction)

RESOLVED THIS 10<sup>th</sup> day of January, A.D. 2022.

TOWNSHIP OF HAVERFORD



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President  
Board of Commissioners



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Attest: David R. Burman  
Township Manager/Secretary