



# Township of Haverford

## Resolution No. 2437-2025

---

### Resolution of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania authorizing Disposition of Public Records.

Whereas, the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania adopted 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 declares the Township 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 provided a Municipal Records Manual, the current edition last updated on March 28, 2019 which requires each act of disposition be approved by Resolution of the governing body.

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:

#### Administration

2021 and prior permits to consume alcohol on Township property (3 years)

2021 and prior permits to hang overhead banners (3 years)

2014 and prior Proofs of Publication

2019 and prior Certificates of Election (11 months)

2021 and prior Notices of Nomination (11 months)

AL-46 Right to Know Request

2022 and prior (2 years)

#### Finance Department:

Accounts Payable, Accounts Receivable, Budget and Banking Related

2017 and prior Accounts Payable Vendor File (7 years)

2017 and prior Accounts Receivable Files (7 years)

2017 and prior Preliminary Adopted Budgets and related Budget Workpapers (7 years)

2017 and prior Bank and Investment Statements and Reconciliations (7 years)

2017 and prior Accounts Payable Cancelled Checks & Check Registers (7 years)

2022 and prior paper copies of Warrants approved by Board of Commissioners (now retained electronically)

2021 and prior Audit Workpapers (current plus prior 3 years)

2017 and prior Deposit Slips and Cash Receipt Records (7 years)

2021 and prior Sales Tax Returns (3 years)

#### Payroll Related

2017 and prior Payroll Cancelled Checks (7 years)

2017 and prior Payroll Check Registers (7 years)

2021 and prior bi-weekly Payroll Earnings and Deduction Registers (3 years)

2019 and prior Form W2 (5 years)

2021 and prior quarterly payroll tax returns (3 years)

2021 and prior Form 1099-MISC/R/NEC (3 years)

2021 and prior Form 1095 filings (3 years)

#### Real Estate Tax Collection Related

2022 and prior Change of Address Requests (2 years)

2022 and prior Tax Certification Records (2 years)

2021 and prior Tax Claim Filings (3 years)

2021 and prior Realty Transfer Records (3 years)

2022 and prior Paid Tax Bills (2 years)

2022 and prior Official "duplicate" from Delaware County (2 years)

2022 and prior Interim Tax Assessment reports and calculation sheets (2 years)

#### Land Development Closed Escrow Accounting Records

2017 and prior (7 years)

#### Sewer Billing Related

2019 and prior Aqua Water Readings (5 years)

2019 and prior 2nd meter Water Reading reports, submissions and calculations (5 years)

#### Business Tax

2017 & prior Settlement Agreements (7 years)

Professional Service Agreements (4 years from end date)

#### Liquid Fuels Records

2017 & prior (7 years)

Annual Audit & Financial Reports (also includes GASB 45 Valuations, GASB 75 Valuations, Report of Elected & Appointed Officials, Survey of Financial Condition & Tax Information submitted to DCED)  
2019 and prior (5 years)

#### Municipal Lien (Satisfied) Files

Satisfied in 2023 & prior (1 year after satisfaction)

Code Enforcement Department:

PZ-2 Building and Housing Construction Records  
2019 and prior (5 years)

PZ-3 Building Permits and Applications  
2019 and prior (5 years)


PZ-5 Complaints, Citations, Notices of Violations and Investigations  
2020 and prior (3 years)

PZ-7 Contractors' Licensing Records  
2017 and prior (7 years)

FR-9 Fire Safety Inspection Records  
2014 and prior (10 years)

Resolved this 13th day of January, 2025.

Township of Haverford



By: Judy Trombetta .  
President Board of Commissioners



Attest: David R. Burman,  
Township Manager/Secretary